

APPRENTICESHIP REPORT

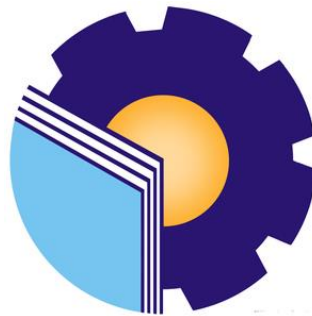
PT RIAU ANDALAN PULP AND PAPER (PT. RAPP)

APRIL LEARNING INSTITUTE (ALI)

PANGKALAN KERINCI-RIAU

AINAL MARDIYAH

Reg. Number: 5504211047



**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025**

APPROVAL SHEET
APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER (RAPP)
APRIL LEARNING INSTITUTE

Written as one of the conditions for completing apprenticeship

AINAL MARDIYAH
Reg. Number: 5504211047

Pangkalan Kerinci, November 30th, 2024

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ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **AINAL MARDIYAH** Reg. Number **5504211047** who has done the apprenticeship at PT. Riau Andalan Pulp and Paper, in APRIL Learning Institute from July 17th to November 30th, 2024. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respect, and any all revisions required by the apprenticeship report examine committee has been made.

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Author



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship is a structured training program that combines practical on-the-job experience with classroom learning. It provides individuals with the opportunity to gain hands-on skills, industry-specific knowledge, and professional insights under the guidance of experienced mentors. This system bridges the gap between theoretical education and real-world application, enabling participants to prepare effectively for their careers. The main purpose of practical training is to offer students the chance to gain hands-on experience and put their college-acquired knowledge into practice.

State Polytechnic of Bengkalis established in 2001, is a vocational higher education institution and the only state polytechnic in Riau. It offers programs across eight departments: Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. Its curriculum prioritizes practical application, with 60% practice and 40% theory, and includes 22 to 32 study hours per week to prepare students for workforce demands. To graduate, students must fulfill two key requirements: completing an Apprenticeship and Thesis.

Apprenticeships are conducted in environments that align with students' academic backgrounds. The Language Department at the State Polytechnic of Bengkalis offers two study programs: DIV English for Business and Professional Communication and DIII English. Completing an apprenticeship is a mandatory requirement for graduation. Through this program, students have the opportunity to gain practical experience and training that enhances their professional skills in science and technology. Additionally, the program helps students develop responsibility, a strong work ethic, and adaptability, particularly within the business sector.

The author opted to undertake an apprenticeship at PT. Riau Andalan Pulp and Paper (PT. RAPP) due to its status as one of Indonesia's largest companies

with extensive international partnerships. From many of PT. RAPP's business unit, APRIL Learning Institute (ALI) is where the author was assigned, more precisely in Technical Mill and Education Program Department.

The Technical Mill and Education Program departments share the responsibility of employee development, focusing on different aspects. The Technical Mill oversees the growth of employees in engineering-related roles, including IT, production, maintenance, and technical operations, with a primary duty of enhancing the skills of mill employees. Meanwhile, the Education Program at the APRIL Learning Institute focuses on creating educational development initiatives, such as designing training modules to serve as learning materials for employee training. Together, these departments ensure a comprehensive approach to workforce development.

This placement provided an opportunity to apply classroom knowledge and theoretical concepts in a professional setting, particularly in areas aligned with the author's expertise, such as English, etiquette, public speaking, designing, and business Communication.

Based on the explanation above, this practical work was conducted at PT. Riau Andalan Pulp and Paper, specifically at the APRIL Learning Institute (ALI) in Pangkalan Kerinci, Pelalawan Regency. The program took place over a period of four months, from 17 July to 30 November 2024.

1.2 Purpose of the Apprenticeship

The primary purpose of this apprenticeship is to enhance my professional and technical skills by applying the knowledge gained during my studies in a real-world work environment. Through this program, author aim to:

1. To find out the kind of jobs done in PT. RAPP, APRIL Learning Institute by understanding the Industry Practices
2. To find out the working process and environment in APRIL Learning Institute

3. To gain practical experience while working at PT. RAPP, such as develop author's hands-on skills by actively participating in workplace tasks and projects
4. To strengthen author's ability to connect academic learning with practical application in a professional setting.
5. To expand author's professional networks by establish the connection with experienced professional and mentors

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

An apprenticeship offers a structured platform for students to establish meaningful connections with company employees. This interaction not only builds a professional network but also provides firsthand insight into workplace dynamics, preparing students for their future careers. Moreover, the program complements their academic pursuits by allowing them to practically apply and enhance the knowledge and skills they acquire during their time on campus, fostering a well-rounded professional development.

1.3.2 Significance for Home University

Apprenticeships play a pivotal role in helping Polytechnics produce graduates who are well-prepared for the demands of the job market. By integrating real-world work experiences, the program ensures that students gain practical skills and industry-specific knowledge. This collaboration with companies also offers valuable feedback that Polytechnics can use to refine and align their curriculum with industry standards, thereby fostering a more effective educational framework that meets workforce requirements.

1.3.3 Significance for Company

For PT. RAPP, the apprenticeship program serves as a strategic tool to identify and recruit candidates who possess the necessary skills, experience, and dedication to excel in the organization. It acts as a talent pipeline, reducing recruitment costs and ensuring a good cultural fit within the company. Additionally, by supporting such initiatives, PT. RAPP enhances

its reputation as a forward-thinking and socially responsible employer, strengthening its brand image and appeal to potential employees and stakeholders alike.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2. 1 Company History

2.1.1 Royal Golden Eagle (RGE) Group

Sukanto Tanoto, the founder of RGE, began his first business over 50 years ago by supplying spare parts for the oil and construction industries. As a visionary entrepreneur, he ventured into the plywood business in 1967. Later, he established the world's largest pulp and paper mill in Kerinci, Pelalawan Regency, Riau Province, Indonesia. Building on his success in this industry, he expanded into other natural resource-based businesses, including palm oil, forestry, pulp and paper, and power generation. Royal Golden Eagle (RGE), formerly known as Raja Garuda Mas (RGM), was officially registered in 1973.



Figure 2. 1 RGE Group Icon

RGE oversees a group of natural resource-based manufacturing companies operating across several countries. Its diverse business operations span the upstream sector, focusing on sustainable resource development and harvesting, to the downstream sector, producing value-added products for the global market. The company's commitment to sustainable development, conservation, and community development underpins its operations, striving to deliver benefits to the community, the nation, the climate, customers, and the business itself. TOPICC represents the core values of RGE, which stand for Team, Ownership, People, Integrity, Customer, and Continuous Improvement.

These values serve as the guiding principles for work within RGE. The company's operations are carried out with sustainable practices and development to deliver high-quality outcomes while maintaining energy and cost efficiency.

The RGE Group adopts industry best practices and conducts intensive research and development to maintain its competitive edge. The operational strategy relies on forming teams of international experts and utilizing advanced technology. Strong relationships between the company, the government, and the community are integral to its business success.

The company aims to establish long-term, mutually beneficial partnerships, demonstrated through its commitment to the community (via infrastructure and education development), the economy (through job creation and skill enhancement), and the environment (via sustainable practices and continuous research and development).

RGE group of companies are involved in the following business segments:

- a. Pulp and Paper – APRIL and Asia Symbol
- b. Palm Oil – Asian Agri and Apical
- c. Dissolving Pulp – Bracell
- d. Tissue and Personal Care – Vinda
- e. Viscose Fibre – Sateri and Asia Pacific Rayon
- f. Integrated Energy Provider – Pacific Energy

2.1.2. APRIL (Asia Pacific Resources International Holdings Ltd)

Asia Pacific Resources International Holdings Ltd (APRIL), is one of the largest pulp and paper producers in the world, also a member of RGE Group which was founded by Sukanto Tanoto in 1973. Under his leadership, RGE Group has grown into a global group employing more than 80.000 people with assets totaling more than US\$35 billion and worldwide sales reach.

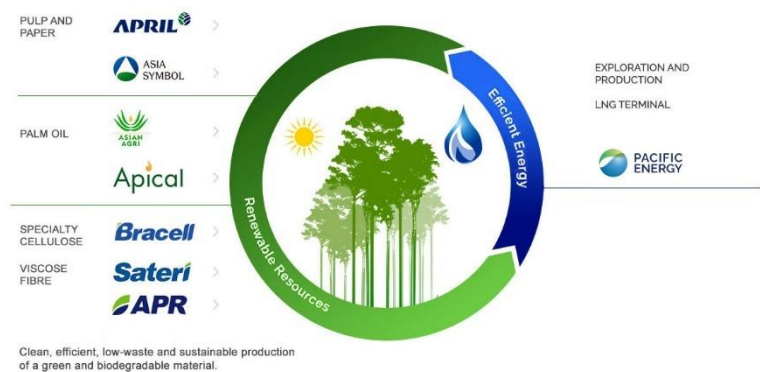


Figure 2. 2 Companies of RGE Group

An advocate of responsible corporate citizenship, APRIL, and its subsidiaries (APRIL Group) embraces MR. Sukanto Tanoto's 5C: that is, to operate in a manner that is good for Community, good for Country, good for Climate, good for Customer, and good for Company. Accordingly, corporate social responsibility is woven into APRIL Group's operations and management to advance environment and community development and to fulfil the social responsibilities of a corporation. The Tanoto Foundation, established in 1981 and implements this vision.

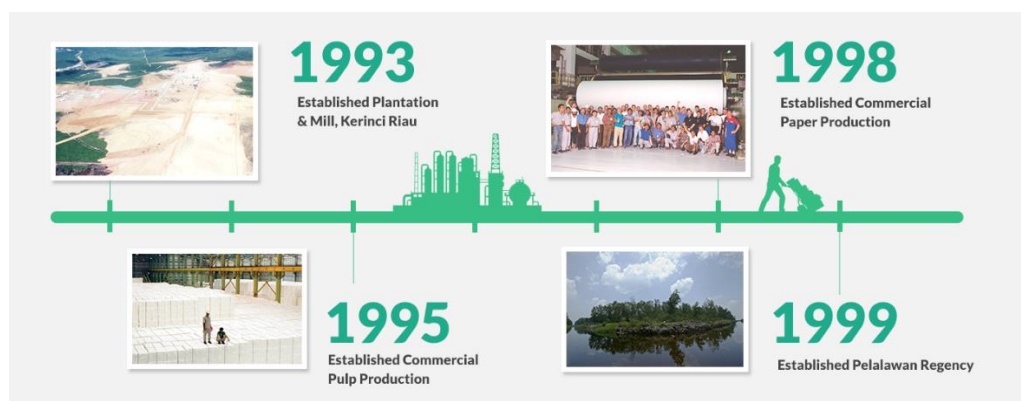


Figure 2. 3 The Path to Prosperity

Through its subsidiaries in Indonesia, APRIL Group began plantation development in Sumatra's Riau Province and mill construction at Pelalawan Kerinci from 1993. At this time, The Kerinci township was home to 200 households; a population that would grow to more than 200,000 by 2010 as

APRIL Group's business expanded and diversified, transforming Kerinci into a social and commercial regional hub.

Commercial Pulp production commenced in 1995, followed by commercial paper production in 1998. From the beginning, the region's growth would mirror the growth of APRIL Group's operations in Indonesia, with the Pelalawan Regency established in 1999, followed by the establishment of the Pelalawan Kerinci District with the Pelalawan Regency in 2001. Kerinci continued growth would see its division into three areas in 2005.

In 2010, APRIL Group's forestry operations were measures to contribute 6.9% of Riay Province's total economic output. APRIL have created approximately 90,000 employment opportunities, which when coupled with its initiative to deliver better access to education and social support in areas such as healthcare and housing, has seen improved living standards and a reduction in poverty levels of 30%.

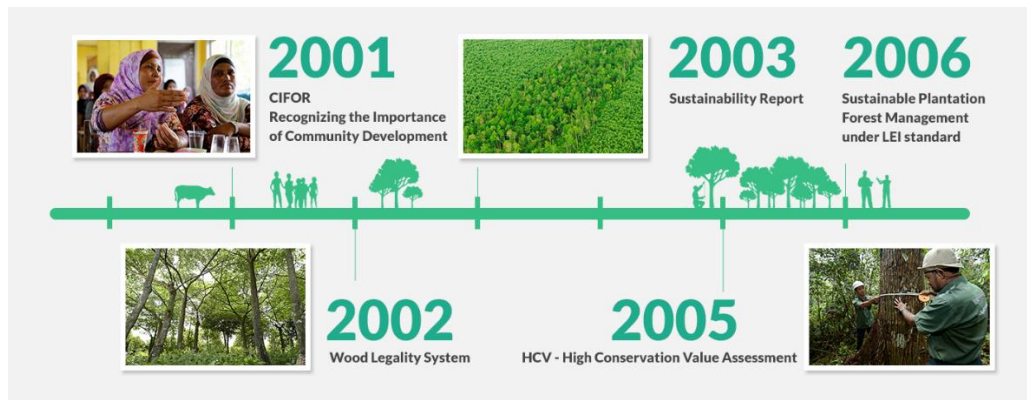


Figure 2. 4 Sowing the Seed Sustainability Forestry

Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group also rolled out of economic development initiatives to assist the development of small and medium local enterprises (SMEs).

In 2002, APRIL Group implemented a comprehensive wood legality system that prevents illegal wood from entering the supply and production chains. The system verifies and traces wood from the company's fiber plantation through to the mill site. APRIL Group also collaborated with World Wildlife Fund (WWF)

to address illegal logging in Tesso Nilo and inked a moratorium on further road building and Acacia plantation development in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for all its fiber estates and pulp and paper mills.

In 2003, a decade after the company was established, APRIL Group published its first Sustainable Report, uniting the story of its community development initiatives alongside its commitment to sustainable forestry operations. In the same year, APRIL group set up Guangzhou branch to support growing operations in China.

In 2005, APRIL Group introduced voluntary High Conversation Value assessment on its concessions for land use for planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The APRIL Learning Institute was also established, and APRIL Group received Green Proper Rating for environmental performances of mill as well as the Golden Flag Awards & Zero Accident Award for health and safety management at the mill from the Indonesian Government.

In 2006, APRIL Group became a signatory to Principles of the UN Global Compact. In the same year, PT Riau Andalan Pulp and Paper (RAPP), A subsidiary of APRIL, was certified for Sustainable Planation Forest Management (SPFM) under the Indonesian Ecolabel Institute's (LEI) standards. It was successfully recertified under SPFM-LEI again in 2011 for further five years. In 2007, APRIL through its subsidiaries became the first and only Indonesia company admitted to the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau home to the largest integrated pulp and paper mill in the world, with a production capacity of four million tons per annum. The certified ISO 9001:8000 dan ISO 14001 mills continued to invest in technology to ensure self-sufficient energi generation.

Since 2010, APRIL Group's production facilities have been certified under the Program for the Endorsement of Forest Certification (PEFC) Chain of Custody standards, ensuring that all raw materials coming into the mill are

supplied from legal dan from non-controversial sources. APRIL also received certification from Hong Kong Green Label for its PaperOne™ product in 2010.

In October 2011, RAPP, a subsidiary of APRIL, was successfully certified by Bureau Veritas' standards for Origins and Legality of Timber (OLB), the first industrial plantation company in Asia to receive this certification. APRIL Groups' OLB Standards for Forestry Companies certification covers its forestry operations and production facilities. RAPP's supply partners also successfully passed audits under OLB 'Chain of Custody-Acceptable Wood' standards.



Figure 2. 5 Growth and recognition

APRIL Group launched an upgraded Sustainable Forest Management Policy in January 2014. The new policy underlined APRIL Group's commitment to balancing the need to safeguard the environment and enhance the interests of local communities, while continuing to operate a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and the implementation of the Sustainable Forest Management Policy.

In June 2015, APRIL Group evolved its Sustainable Forest Management Policy following input from the SAC and a range of stakeholders, further strengthening its forest protection and conservation commitments including the

elimination of deforestation from its supply chain and the addition of High Carbon Stock assessments.

In 2016, APRIL Group (Asia Pacific Resources International Holdings Ltd), one of the world's largest pulp and paper companies, completed the construction of its third paper mill located in Pangkalan Kerinci, Riau, Indonesia. This mill is part of APRIL's commitment to increase production capacity and support the growth of the pulp and paper industry sector in Indonesia.

In 2017, the groundbreaking of the Asia Pacific Rayon (APR) Project was carried out by the company APRIL (Asia Pacific Resources International Limited). The project is a strategic step for APRIL in diversifying its products and expanding its market into the global textile industry. The APR facility is now one of the largest viscose-rayon fiber producers in the world.

In mid to late 2023, the Section Board Machine came into operation. This marks the start of production of various types of board paper used in various applications, such as packaging and other paper products.

2.2 Vision and Mission

2.2.1 Vision

The vision of RGE, namely “To be one of the largest, best-managed, and sustainable resources-based groups, creating value for the Community, Country, Climate, Customer and Company”.

2.2.2 Mission

1. We are aligned by our common purpose and work together as a **complementary team**
2. We take **ownership** to achieve outstanding results and seek value at all times
3. We develop our **people** to grow with us
4. We act with **integrity** at all times
5. We understand our **customers** and deliver best value to them

6. We act with zero complacency and always strive for **continuous improvement**

2.3 Kind of Business

2.3.1 Business Unit in PT Riau Andalan Pulp and Paper

There are five kinds of business in PT RAPP which are follows:

- a. Riau Fiber is a business unit that functions as a supplier of raw materials in the form of wood to the mill.
- b. Riau Pulp (RPL) is a business unit that functions as producer of pulp where this pulp is the main ingredient for making paper.
- c. Riau is a business unit that produces paper based on customer needs.
- d. Riau Power is a business unit that functions as the largest producer of electricity for mills and Riau complex, especially pulp mills and paper mills, while also dealing with energy and electric power issues.
- e. Share Services is a business unit that manage personalia and administration at PT RAPP including General Services, Purchasing, Finance, Personalia Administration, ALI, Security, Transportation and Health Care.
- f. Board machine is a business unit that focuses more on the technical and operational aspects of machines used to produce liner paper of board, including maintenance, operation, and improving the efficiency of these machines in the production process

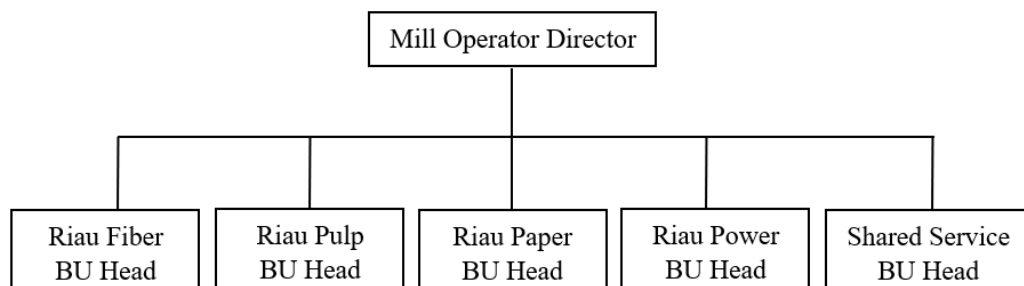


Figure 2. 6 Kind of Business in PT. RAPP

2.3.2 Product of PT Riau Andalan Pulp and Paper

PT. Riau Andalan Pulp and Paper is one of the largest, most technologically advanced, and efficient makers of pulp and paper products in the world. This company make products that are used by millions of people every day in liquid packaging, printing, and writing paper, tissues, shopping bags, food packaging, magazines, and books. Here are some explanations of the products in production:

2.3.2.1 *Pulp Products*

APRIL Group is a leading Asian pulp producer renowned for its advanced processing techniques that deliver premium quality pulp. Certified by PEFC™, these products are derived from sustainably managed forests, balancing ecological, economic, and social values. Pulp serves as the foundational material for various paper-based products such as boards, tissues, tea bags, and magazines. The company also produces Bleached Acacia Kraft Pulp (BAKP), known for its excellent opacity and formation, making it suitable for high-quality paper products. Continuous innovation includes repurposing pulp waste for reuse and targeting high-demand markets.

2.3.2.2 *Paper Products (PaperOne™)*

PaperOne™ is a flagship brand offering premium paper made entirely from renewable plantation fibers. Certified by PEFC™, these products feature advanced ProDigi™ HD Print Technology, ensuring superior print quality, smoother texture, and enhanced strength. The range includes:

1. **PaperOne™ Copier:** Designed for high-speed machines with excellent texture and smoothness.
2. **PaperOne™ All Purpose:** Optimized for all types of printing with superior thickness and print quality.

3. **PaperOne™ Digital:** Premium paper suitable for inkjet, laser, and digital printers, available in various weights for versatile office applications.



Figure 2. 7 Paper Product of PT. RAPP

2.3.2.3 Carton Board Products (*BoardOne™*)

BoardOne™ offers high-quality carton board products certified by PEFC™, made from renewable wood fibers. The product range includes:

1. **Folding Box Board (FBB):** Strong and durable for packaging applications like cosmetics, electronics, and healthcare products, offering vibrant print results.
2. **Cup Stocks:** Food-safe materials ideal for paper cups and trays, made from 100% renewable fibers.
3. **Art Board (C2S):** Specifically designed for graphic applications, enabling high-quality printing techniques like UV printing and embossing, perfect for brochures, gift boxes, and promotional materials.

The products, including our flagship PaperOne™ office paper, are proudly marketed, and sold in more than 110 countries around the world. The business is built on a Sustainable Forest Management Policy. The operations include a state-of-the-art pulp and paper mill and plantation forests in Riau Province, Sumatra, Indonesia. APRIL employs around 9,000 people directly and provides indirect

employment to 90,000. Today, the residential townsite houses up to 7,000 employees and their families.

2.4 APRIL Learning Institute

APRIL Learning Institute (ALI) was established in 2005 based on an initiative by APRIL's Chairman, Sukanto Tanoto, who is deeply committed to the development and enhancement of his employees' skills. The APRIL Learning Institute serves as a dedicated center for human resource development, facilitating the learning journeys and skill improvement of the entire APRIL Group family. The company firmly believes that every individual has the potential to grow into the best version of themselves. Through various innovative and high-quality training programs, APRIL is committed to supporting every step of this journey.

As an integral part of the APRIL Group, the APRIL Learning Institute not only provides modern facilities but also fosters an environment that supports long-term growth and success for its employees. Equipped with comprehensive training rooms, advanced simulator facilities, and instruction from industry experts, the institute focuses on developing both technical and interpersonal skills, preparing employees to face challenges in the professional world.

At the APRIL Learning Institute, the company believes that investing in competency development is a key step toward creating a better, more productive, and sustainable future for individuals, communities, and the organization.

The APRIL Learning Institute manages both hard and soft skills training programs for employees. These training programs are administered by various sections within the institute, each responsible for specific training programs. The primary responsibilities of the APRIL Learning Institute are as follows:

1. Development

This involves creating training modules designed as learning materials for various training programs. The content of these modules is tailored to the specific field or area of focus required by the training participants.

2. Execution

The institute conducts training sessions aimed at enhancing employees' skills and competencies. These training programs are carefully aligned with the specific needs and roles of the employees to ensure relevance and effectiveness.

3. Certification

The institute carries out assessments to evaluate whether employees possess the necessary competencies for their roles. This process is a critical step for qualifying employees in specific operations, such as obtaining certifications like the Driving License Program (DLP), which is a requirement for operating machinery.

2.4.1 Vision and Mission

1. Vision

"To become a world-class learning organization that develops and equips individuals, particularly within the APRIL and RGE Group organizations."

2. Mission

To align ALI programs in supporting business solutions, maximizing the transfer of learning outcomes in the workplace, and driving the transformation through LEAN initiatives.

2.4.2 Organization Structure

Organization Structure in a company refers to the formal system that defines how tasks are divided, coordinated, and supervised to achieve the company's goals and objectives. It outlines the roles, responsibilities, and authority relationships within the organization, providing a clear framework for how work flows and how decisions are made. The structure is designed with the intention of ensuring that the organization is designed in the best possible way to achieve the goals and objectives of the organization.

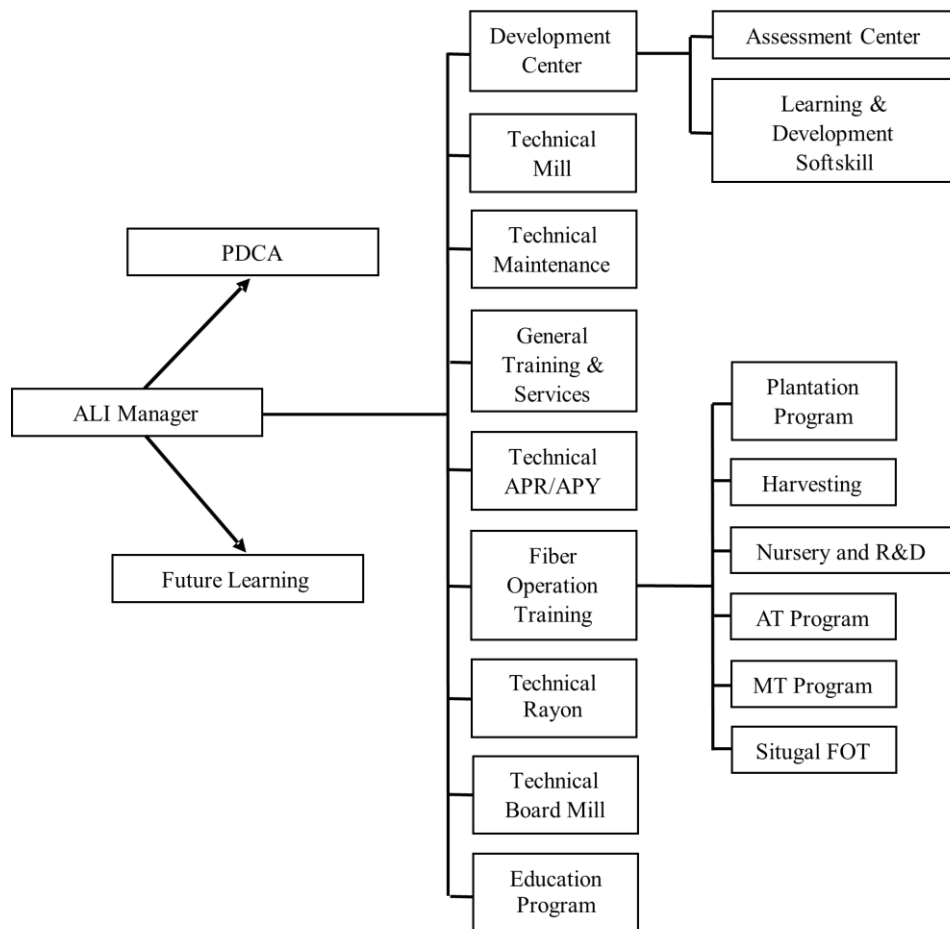


Figure 2. 8 The Picture of ALI Organization Structure

The duties and responsibilities of each section contained in the organizational structure of APRIL Learning Institute are as follows:

3. The Manager of the APRIL Learning Institute operates under the Human Resources division, playing a crucial role in developing the company's workforce. The manager oversees all departmental activities and implements various programs, including:
 - a. PDCA (Plan Do Check Act) A management approach designed to address issues through a four-step iterative process, commonly used in quality control.
 - b. Future Learning is a forward-thinking educational strategy that leverages ICT, including computer-based learning,

mobile devices, mobile learning, and augmented reality. This program is essential for designing training programs tailored to the company's employees.

4. Development Center is a division within ALI responsible for the company's HR development. Its role includes delivering soft skills training essential for employees and evaluating the outcomes of these training sessions. This division oversees two main programs:
 - a. Assessment Center is a program aimed at evaluating employees who have undergone training to determine their competency levels.
 - b. Learning and Development - Soft skill, is a program designed to enhance employees' growth by offering training and resources focused on soft skills and personal development.
5. The Technical Mill division oversees employee development within the engineering sector. It manages personnel in areas such as IT, production, maintenance, and other technical roles, with one of its core responsibilities being the professional growth of mill employees.
6. The Technical Maintenance division is tasked with maintaining the factory's operations. This includes providing training and skill enhancement resources focused on machine maintenance within the mill.
7. The Technical Board Mill division addresses various operational issues within the mill. Additionally, it is responsible for offering training and skill development resources tailored to the needs of employees in this field.
8. Fiber Operation Training division specializes in the fiber sector, tasked with providing educational and skill development resources for employees working in that area.

9. Technical Rayon responsible for overseeing rayon production. It plays a key role in providing learning materials and skill development programs tailored to employees working in the rayon sector. Its purpose is to align APRIL Learning Institute (ALI) programs with business solutions by ensuring effective transfer of learning outcomes to the workplace. This effort also supports the implementation of the LEAN transformation program.
10. The General Training and Services division oversees all training activities within ALI, managing responsibilities such as finances, procurement, scheduling, and record-keeping for all other departments.
11. The Technical APR/APY division dedicated to continuously improving the expertise and capabilities of employees in rayon and yard operations, ensuring their ongoing contributions to organizational goals and alignment with the company's sustainability vision
12. Education Program division focuses on advancing educational initiatives at APRIL Learning Institute, including the development of training modules to serve as learning tools for employee training.

2.4.3 Working Process

Table 2. 1 Working Responsibility of Education Program and Technical Mill

Education Program & Technical Mill Responsibility		
	Education Program	Technical Mill
Adherence to the 5C Principles	Focuses on Good for Community, Good for Country, and Good for Company	Supports these principles by ensuring employees are technically competent to meet operational needs.

Focus on Development and Collaboration	Emphasizes academic partnerships and community development	Focuses on developing employees' technical skills to support pulp, paper, and power operations.
Collaboration with Universities and Academic Institutions	Designing collaborative programs, aligning curricula with industry needs, and providing scholarships, internships, and career opportunities.	
Designing and Delivering Development Programs	Focused on fostering future talent through workshops, industry-based curricula, research collaborations, and community-focused initiatives.	Offers specialized training programs, such as the Driving License Program (DLP), for operators and technicians to enhance technical competencies and align with operational goals.
Implementation of Training and Workshops	Organize training sessions and workshops, covering topics like technical skills, safety protocols, operational efficiency, and sustainability.	
Resource and Curriculum Development	Develops curricula in collaboration with academic partners to reflect the latest industry trends and operational requirements.	Prepares technical manuals, training materials, and updated guidelines to support employee learning.
Evaluation and Certification	Regular assessments are conducted to measure the effectiveness of development programs and ensure that participants meet competency standards.	Certification programs, such as the Driving License Program (DLP), validate and formalize employees' technical skills and qualifications.
Monitoring and Reporting	Both sections track the progress of training and educational initiatives, reporting results to management.	

2.4.4 Document Used for Activity

There are several documents that are used during the training activities, as follows:

1. Attendance Record

An attendance record is a document or system used to track the presence and participation of individuals in a specific event, training session, or workplace activity. It typically includes details such as names, dates, and times of attendance. In a training context, it helps organizers monitor participant engagement and maintain accurate records for accountability or certification purposes.

2. Training Name Tag

A training name tag is a label or badge worn by participants during a training session to identify themselves easily. It usually includes the participant's name, designation, and sometimes the organization they represent. Name tags promote interaction and networking among attendees and help trainers address participants directly, creating a more engaging and personalized learning environment.

3. Training Module

A training module is a structured set of instructional materials and activities designed to deliver specific knowledge or skills to participants. It can include presentations, handouts, exercises, videos, and assessments. Training modules are typically organized into topics or sections, allowing trainers to focus on particular areas of learning in a systematic and manageable way. Modules serve as the foundation for effective training programs, ensuring consistency and clarity in the content delivered.

4. Examination question sheet

An examination question sheet is a document that contains a set of questions designed to test a person's knowledge, skills, or understanding of a particular subject or topic.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, several activities during the apprenticeship are described. The apprenticeship took place over a period of 5 months, from July 17th until 15th December 2024, at the APRIL Learning Institute, PT. RAPP. During the apprenticeship at PT Riau Andalan Pulp and Paper, the author was assigned to the Education Program and Technical Mill Division for 5 months. The work schedule was divided into two shifts, those are:

Table 3. 1 Working Schedule

No.	Day	Working Hours	Break
1.	Monday - Friday	08.00 M – 05.00 PM	12.00 – 13.30 PM
2.	Saturday	08.00 AM – 12.00 PM (Two days off each month)	-
3.	Sunday	-	-

During the internship program, the author was assigned various responsibilities that supported the operational activities of the department. Additionally, the author gained a lot of new knowledge, skills, and experiences both technical and non-technical. Below is an outline of the task assigned to the author during the internship in the Education Program dan Technical Mill.

Some of the activities that the author carried out during the internship were as follows:

1. Joining Sharing Session as Mistress of Ceremony or Another Committee
2. Inputting The Data of Distribution Route in Spreadsheet
3. Designing The Flyer, Banner for Event

4. Making Video Material of Game Competition Inter-Section
5. Remaking And Duplicating the Training Module
6. Restocking the TLP Examination Paper
7. Inputting the Data of Internship Student Survey
8. Sorting vehicle license plate numbers into stickers
9. Laminating the Material of Process Flow Simulation
10. Inputting The Summary and Conclusion of Mentoring n Microsoft Word
11. Assisting The Internship Student Doing Industrial Visits
12. Making musical dance choreography for RGE graduation event
13. Teaching Training in English Corner
14. Preparing The Material for Canva Class
15. Inputting TPK Attendance Record in Excel
16. Making a Script for ALI Introduction video VO
17. Making The Attendance List for English Corner Student
18. Summarize The Evaluation of English Corner Participants
19. Making the Mentoring Card for TPK Intern
20. Assisting Mentor on TPK Mentoring Session
21. Making the Evaluation Form for TPK Intern
22. Assisting Mentor on TPK Internship Presentation
23. DLP Exam Monitoring
24. Assisting Mentor on Doing Job Visit to Riau University

3.2 System and Procedure in APRIL Learning Institute

1. Joining Sharing Session as Mistress of Ceremony or Another Committee.

Participating in company or departmental sharing sessions, acting as the Mistress of Ceremony (MC) or supporting the event as part of the organizing committee. The role involves ensuring smooth event flow, engaging participants, and addressing administrative needs.

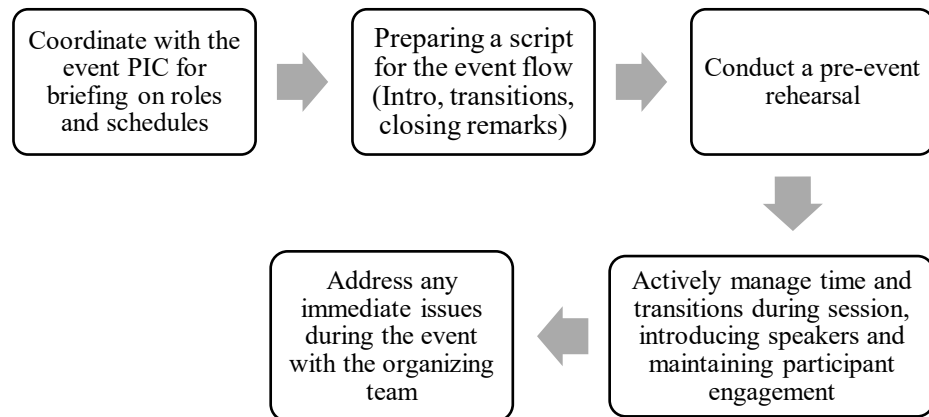


Figure 3. 1 Working Procedure of Holding an Event in APRIL Learning

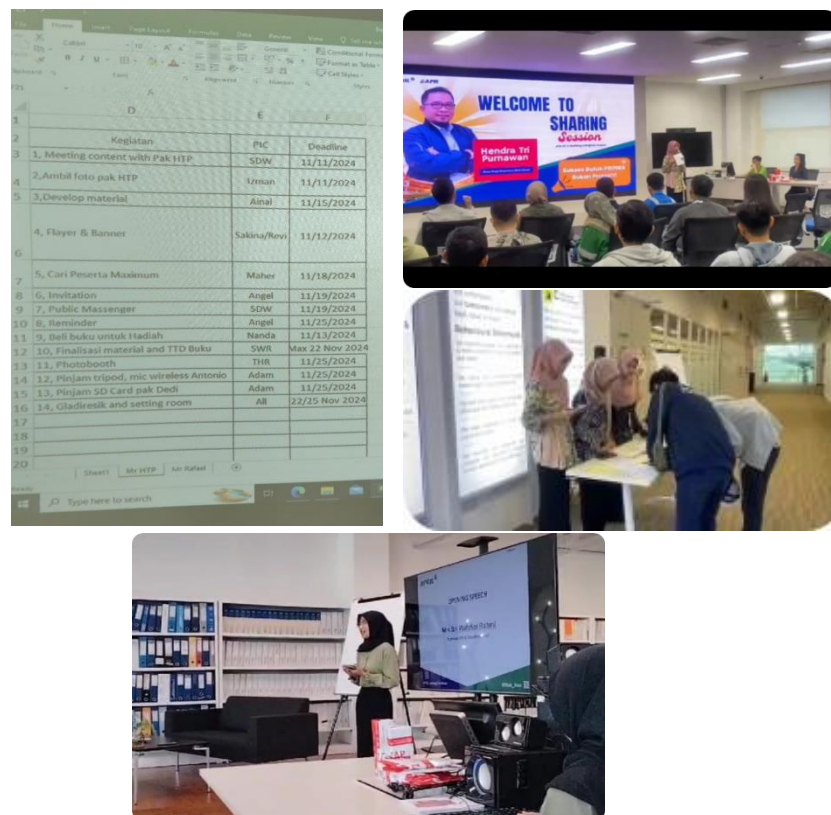


Figure 3. 2 Documentation of Participation in an Event

2. Inputting The Data of Distribution Route in Spreadsheet

This task focuses on accurately inputting and organizing distribution route data into a spreadsheet, supporting the company's logistical operations. It involves gathering data from various sources, ensuring it is entered in a structured format for easy analysis and retrieval. This role is critical for maintaining updated records, identifying inefficiencies, and streamlining distribution processes. Attention to detail and proficiency in spreadsheet tools are essential to ensure data accuracy and consistency.

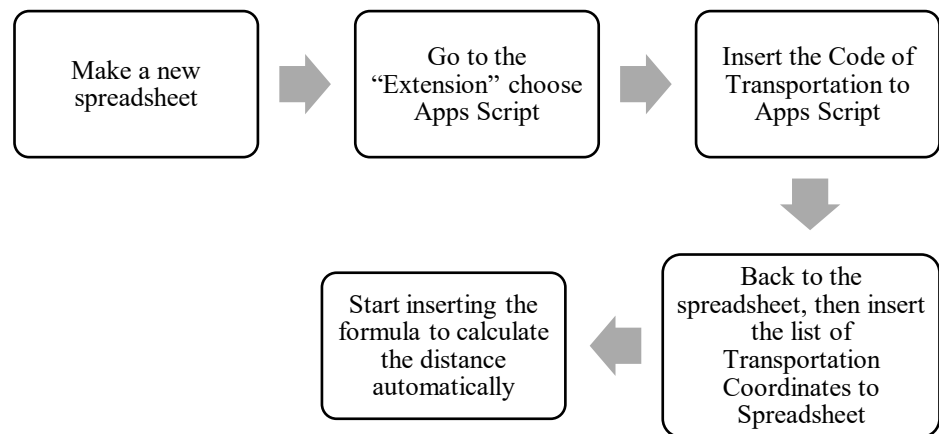


Figure 3. 3 The Data of Distribution Route Inputting Procedure

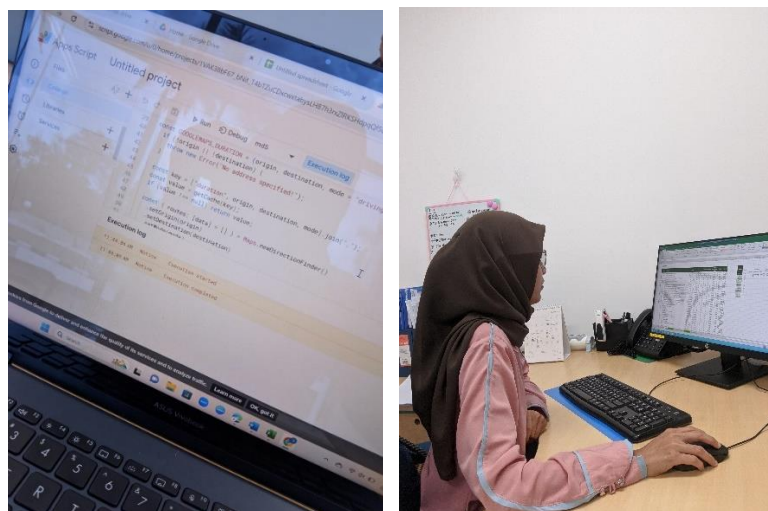


Figure 3. 4 The Documentation of Inputting the Distribution Route Data

3. Designing The Flyer, Banner for Event

Creating visual materials, such as flyers and banners, is a key task for event promotion and communication. This involves conceptualizing designs that align with the event's theme and objectives, ensuring they capture the audience's attention. The role includes collaborating with team members to understand the design requirements, using graphic design software to bring ideas to life, and delivering high-quality visuals that effectively convey the intended message. Creativity, technical design skills, and attention to detail are vital in this role.

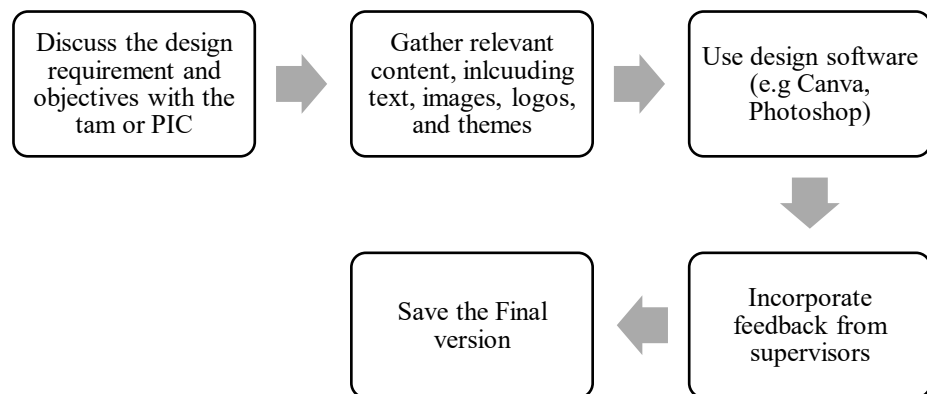


Figure 3. 5 Event Materials Designing Procedure

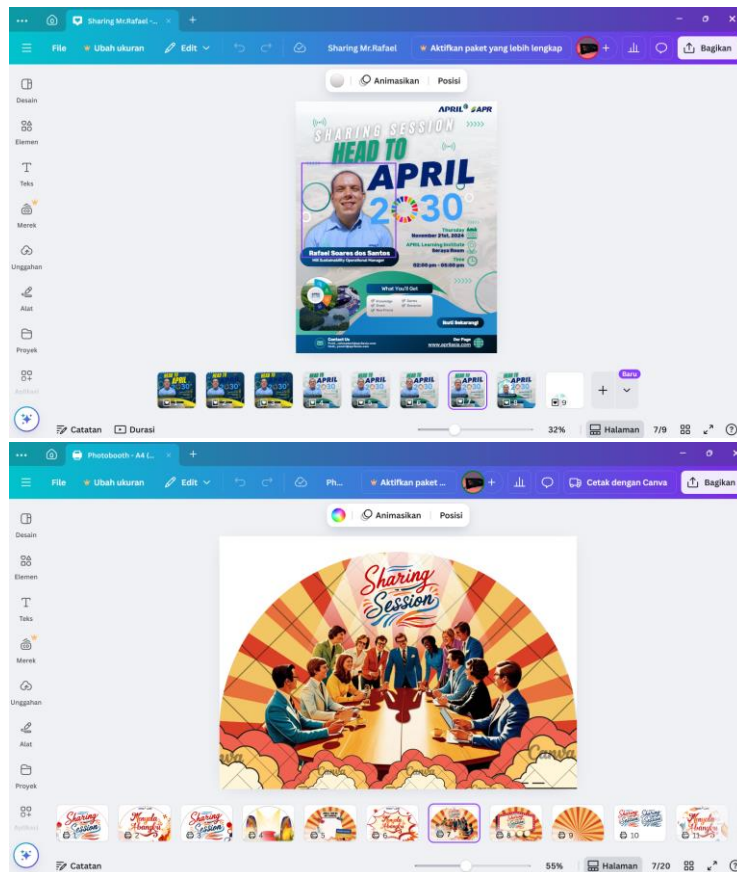


Figure 3. 6 The Documentation of Designing Visual Equipment

4. Making Video Material of Game Competition Inter-Section

Producing video materials for inter-section game competitions serves as a means of promoting and documenting the event. This includes conceptualizing the video's storyline, capturing or sourcing relevant footage, and editing it to create a polished final product. The video highlights key moments, promotes teamwork, and engages the audience. The task requires creativity, technical proficiency with video editing software, and the ability to meet deadlines while maintaining high-quality output.

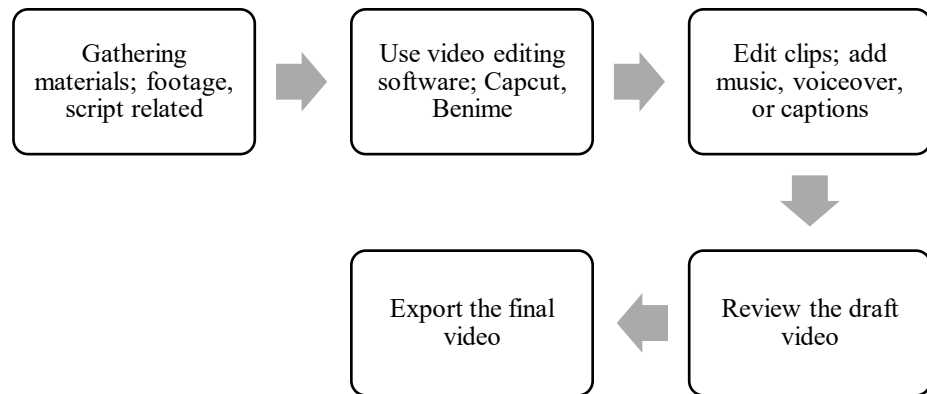


Figure 3. 7 Video Materials Making Procedure

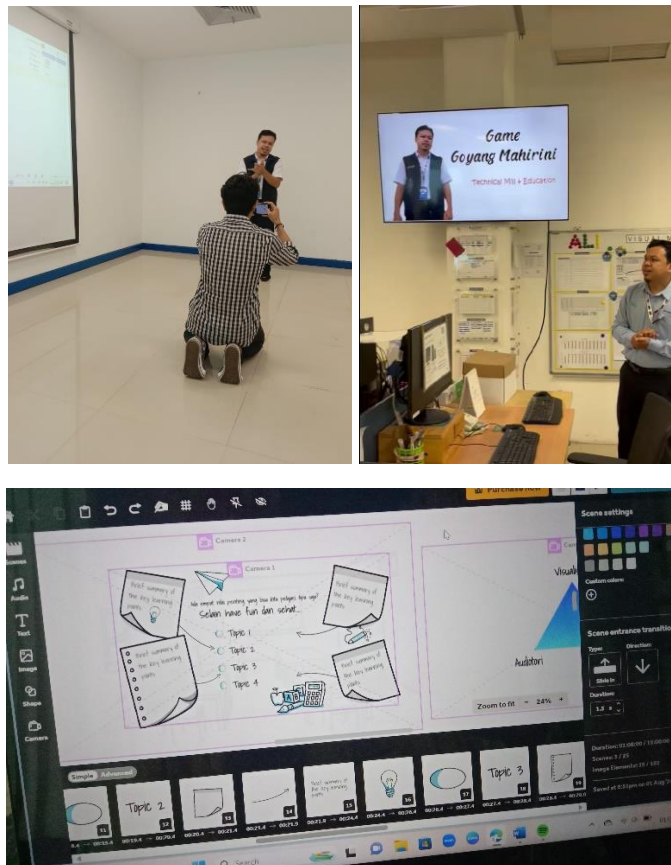


Figure 3. 8 Documentation of Making Video Process

5. Remaking And Duplicating the Training Module

This task involves updating existing training modules to the latest information and standards, ensuring they are user-friendly and accessible. It includes reviewing the content for accuracy, redesigning layouts for better comprehension, and duplicating the material for distribution. This role is essential in ensuring that training resources meet organizational requirements and enhance learning outcomes. Skills in document editing, layout design, and an eye for detail are crucial for this task.

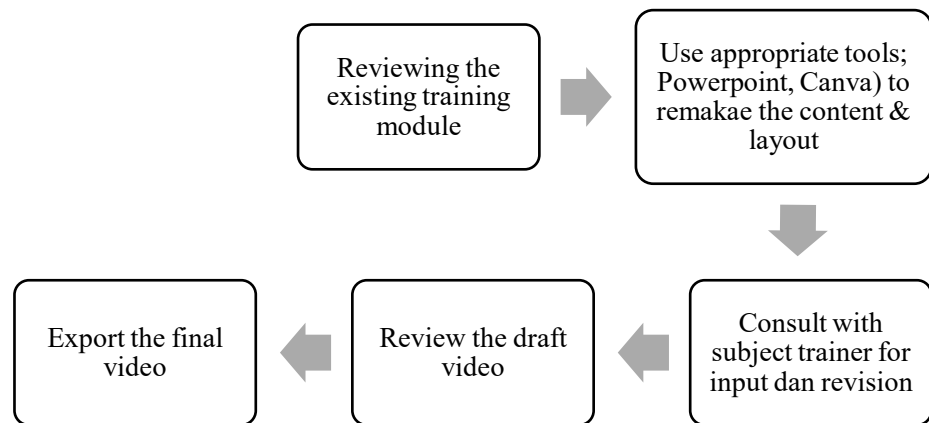


Figure 3. 9 . Remaking and Duplicating the Training Module Procedure

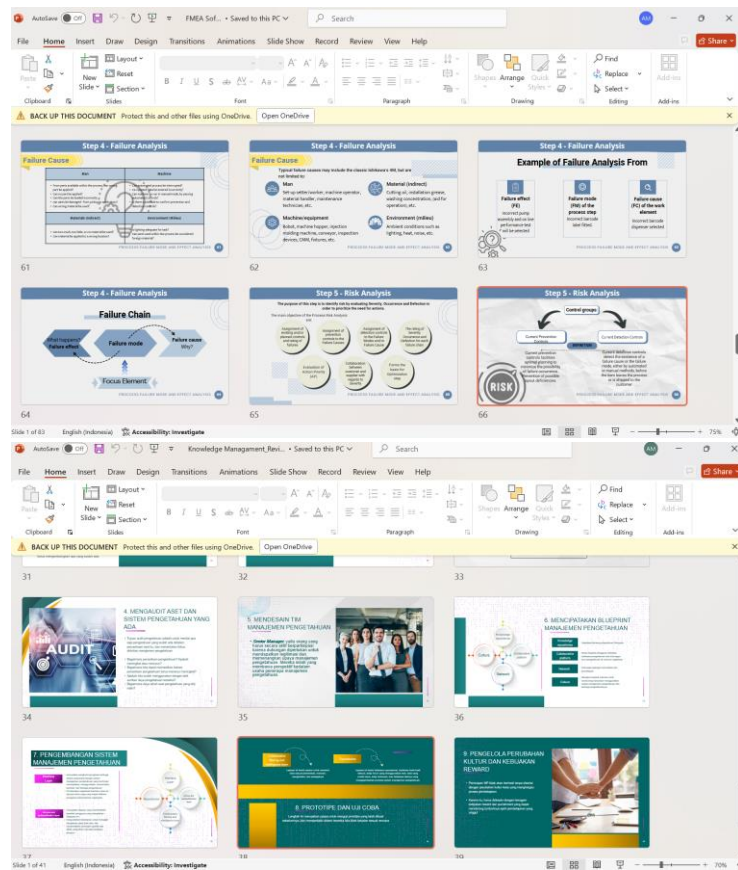


Figure 3. 10 Documentation of Remaking and Duplicating the Training Module

6. Restocking the TLP Examination Paper

This task involves managing the inventory and replenishment of TLP (Team Leader Program) examination papers to ensure uninterrupted training and examination sessions. This role is essential in maintaining the smooth operation of educational activities, emphasizing attention to detail, organizational skills, and reliability.

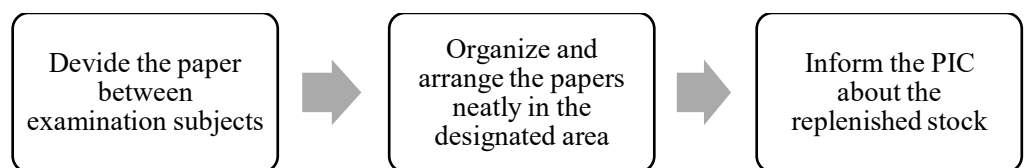


Figure 3. 11 Restocking the TLP Examination Paper Procedure



Figure 3. 12 Documentation of Restocking TLP Paper

7. Inputting the Data of Internship Student Survey

This task involves transferring survey responses from internship students into a digital database or spreadsheet. The data collected is the challenges students faced during their internship and this data is used for evaluating the internship program and improving future initiatives. The role demands precision in data entry, ensuring that all information is accurately transcribed and categorized for analysis. It also involves protecting the confidentiality of the respondents' information.

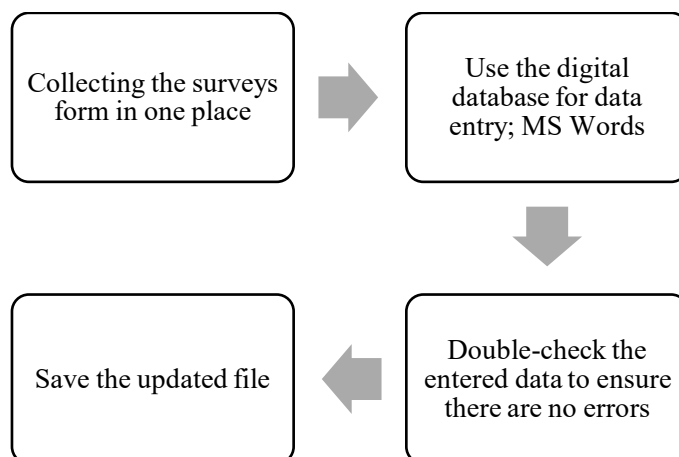


Figure 3. 13 Inputting the Data of Internship Student Survey Procedure

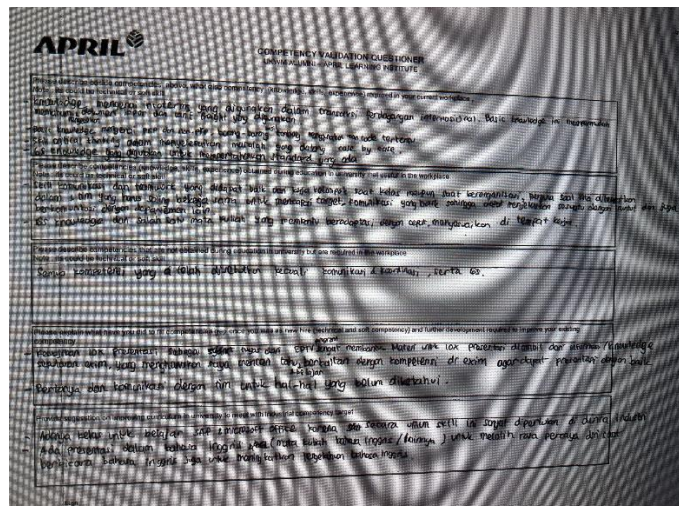


Figure 3. 14 Inputting the Data of Internship Student Survey

8. Sorting vehicle license plate numbers into stickers

This task entails organizing vehicle license plate numbers onto stickers for identification or administrative purposes. It requires careful sorting to ensure that each number is correctly matched and accurately placed. The task plays a critical role in vehicle management systems, helping streamline identification processes.

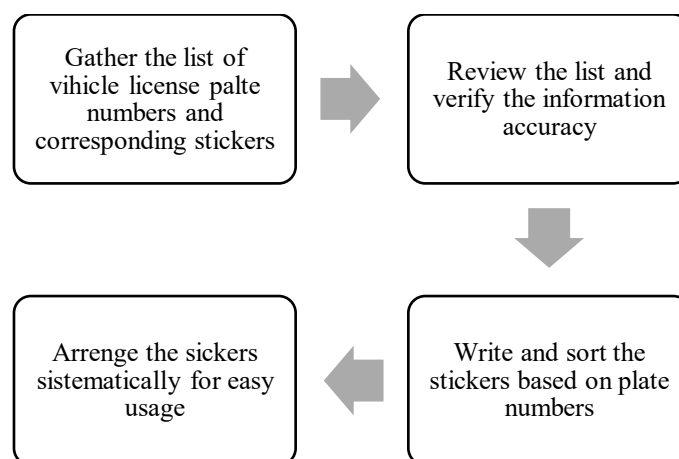


Figure 3. 15 Sorting vehicle license plate numbers process

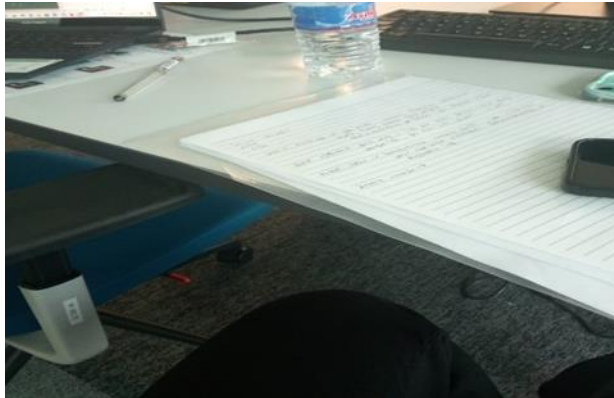


Figure 3. 16 Sorting vehicle license plate numbers

9. Laminating the Material of Process Flow Simulation

This task involves protecting and enhancing training materials used in process flow simulations by laminating them. Laminating ensures durability, especially when materials are frequently handled during training. This task demands precision and careful handling to produce a professional and long-lasting finish.

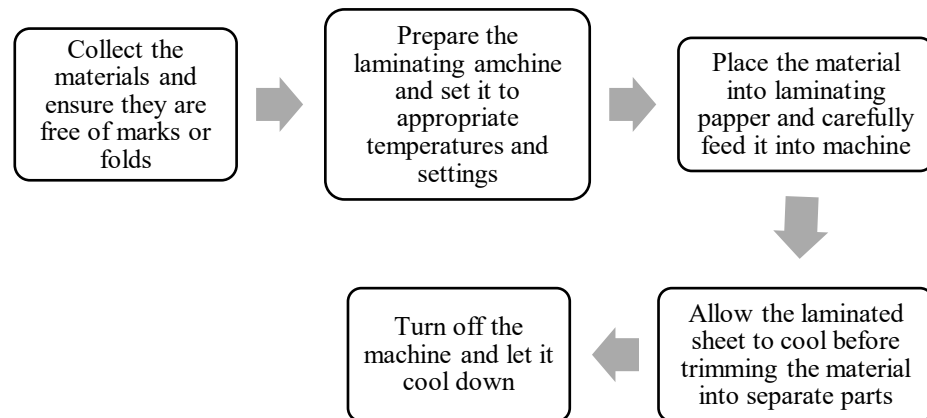


Figure 3. 17 Materials Laminating Procedure



Figure 3. 18 SMEA Flow Training Session

10. Inputting The Summary and Conclusion of Mentoring in Microsoft Word

This task focuses on documenting and organizing key insights, summaries, and conclusions from mentoring sessions in a structured format using Microsoft Word. The document serves as a formal record, aiding in the evaluation of the mentoring program and ensuring continuity for future reference. Strong writing skills, attention to detail, and proficiency in Word processing tools are essential for this role.

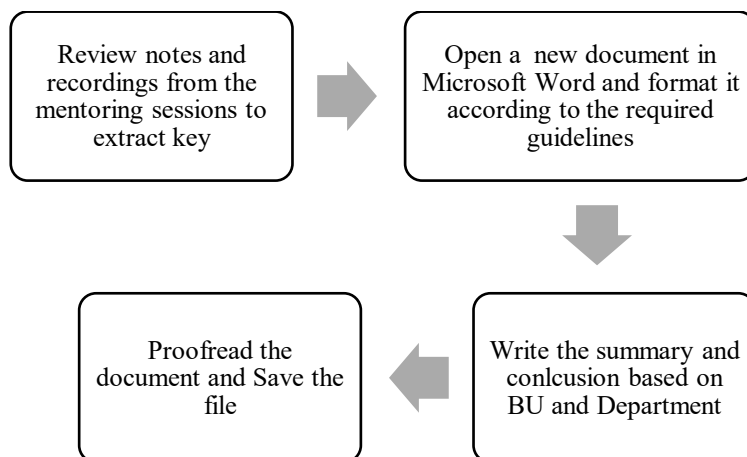


Figure 3. 19 Data Summary of Mentoring Procedure

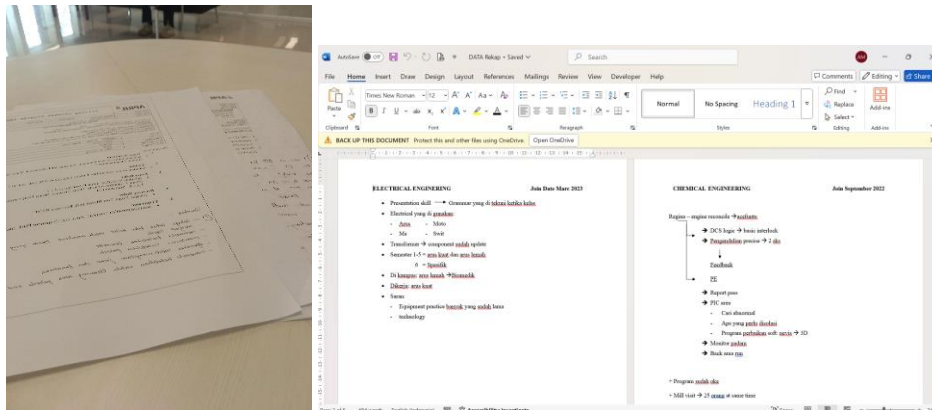


Figure 3.20 Documentation of Summary the Intern Mentoring Data

11. Assisting The Internship Student Doing Industrial Visits

This task involves accompanying and supporting internship students from UGM (Gadjah Mada University) during their industrial visits to mill. The role ensures students gain valuable insights into industry practices while maintaining order and adherence to safety protocols. It includes coordinating logistics, addressing students' questions, and facilitating communication with the host organization. The role requires organizational skills, effective communication, and a proactive approach to problem-solving.

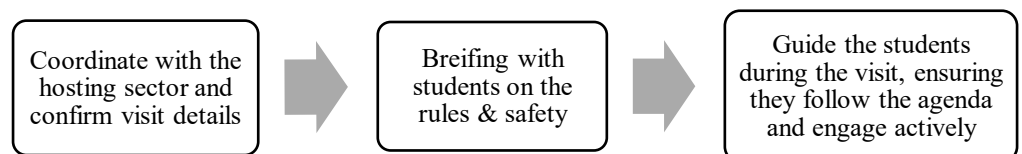


Figure 3.21 Industrial Visit Assisting Procedure



Figure 3.22 Assisting Student of Gadjah Mada University to Mill



Figure 3. 23 Assisting Student of Gadjah Mada University to RTC

12. Making Musical Dance Choreography for RGE Graduation

The choreography was created as part of the RGE graduation event for all participants who have completed their training at the APRIL Learning Institute, and the trainees will perform the choreography.

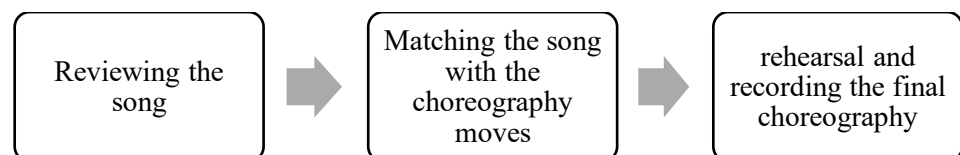


Figure 3. 24 Choreography Making Procedure



Figure 3. 25 Documentation of Making Choreography Process

13. Teaching Training in English Corner

Conducting English training sessions at the English Corner focuses on enhancing participants' language skills through interactive learning.

The role involves preparing lesson plans, facilitating discussions, and creating a supportive learning environment to improve participants' confidence in English communication. This task requires strong teaching skills, creativity, and patience.

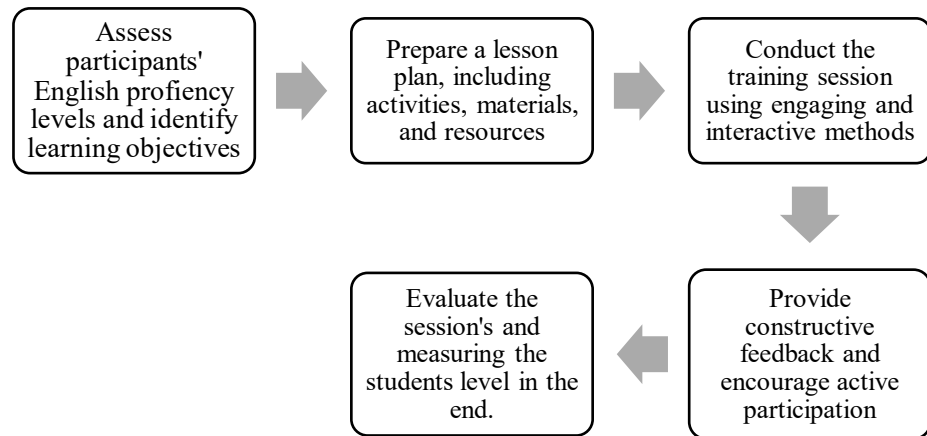


Figure 3. 26 English Corner Teaching Training Procedure

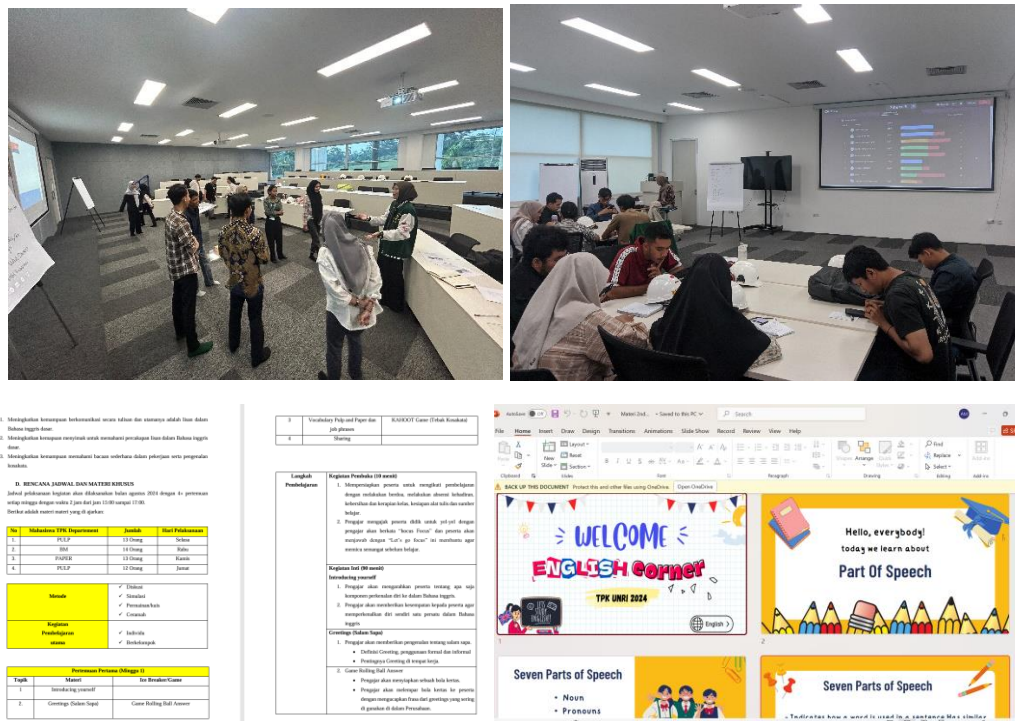


Figure 3. 27 Teaching in English Corner

14. Preparing The Material for Canva Class

This task involves creating and organizing learning materials for a class on Canva, a graphic design platform. The aim is to provide participants with hands-on experience and improve their design skills. It includes curating resources, preparing examples, and developing step-by-step guides or presentations. Creativity, proficiency with Canva, and the ability to simplify concepts are crucial for this role.

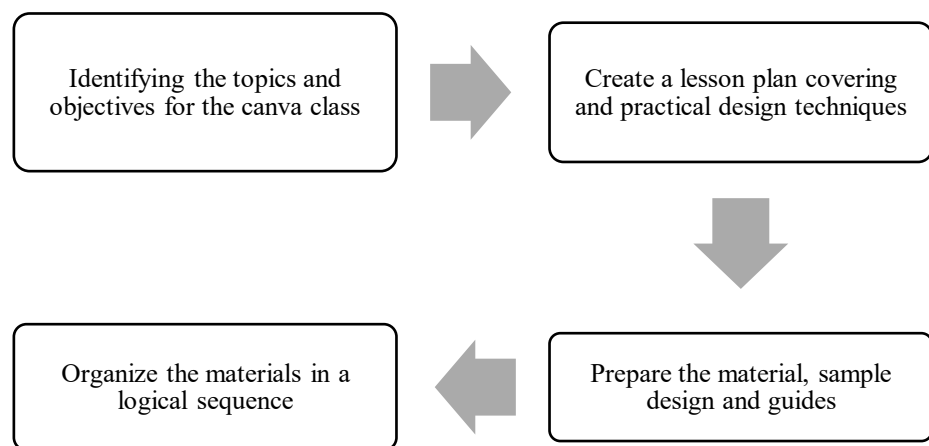
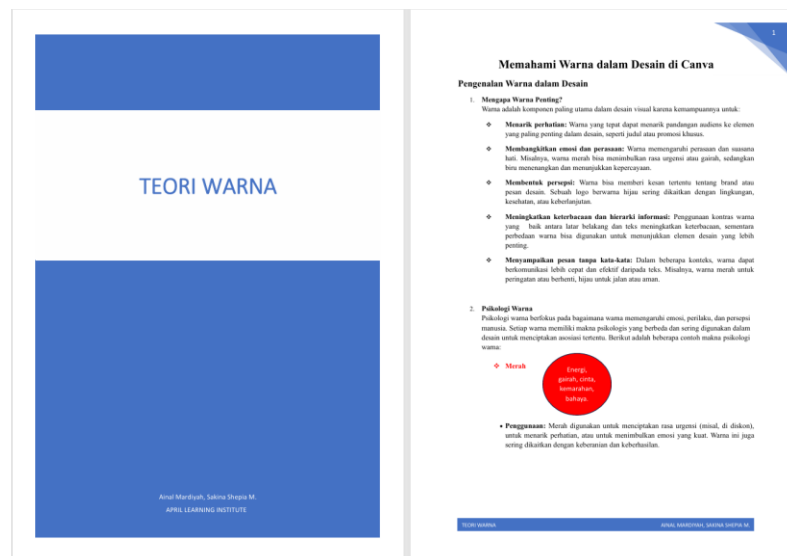


Figure 3. 28 The Making of Canva Teaching Materials Procedure



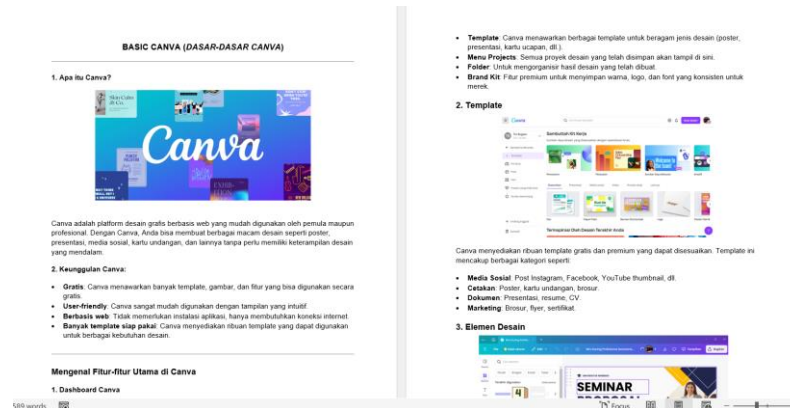


Figure 3. 29 The Making of Canva Teaching Materials

15. Inputting TPK Attendance Record in Excel

This task involves maintaining and updating attendance records for TPK (Pulp and Paper Technology) Student in three months from July until September in an Excel spreadsheet. Accurate data entry ensures that attendance information is readily available for reporting and evaluation purposes. This task demands attention to detail, proficiency in Excel, and organizational skills.

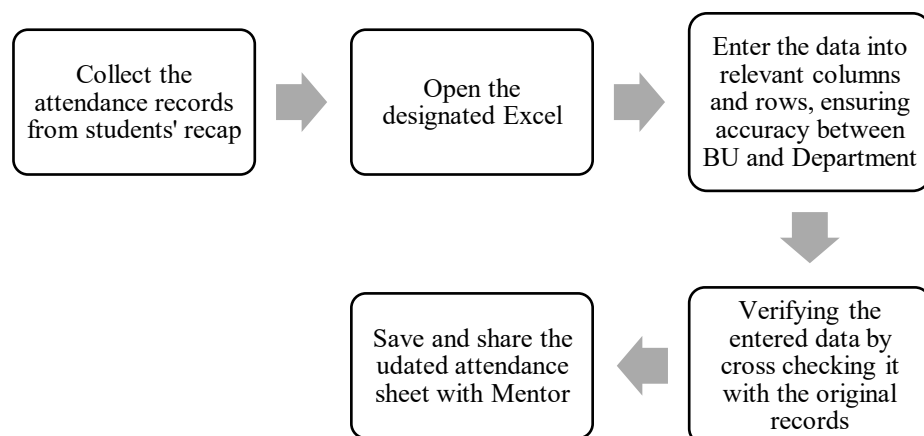


Figure 3. 30 TPK Attendance Record Inputting Procedure

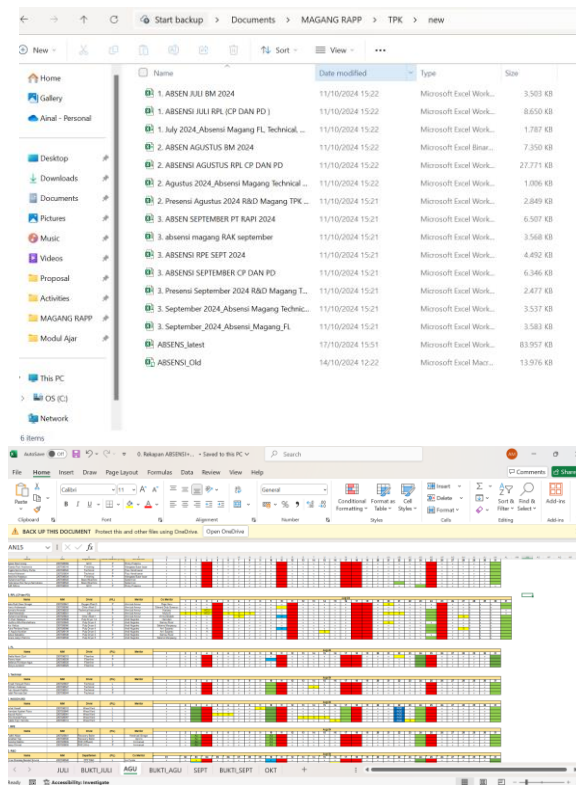


Figure 3. 31 Inputting TPK Attendance Record Data

16. Making a Script for ALI Introduction Video VO

Creating a script for an ALI (APRIL Learning Institute) introduction video involves drafting a clear, engaging, and structured narrative that presents the purpose, features, and benefits of the system or program. This task requires a deep understanding of the content and the target audience to ensure the video delivers the intended message effectively. Strong writing, creativity, and an ability to simplify complex ideas are essential for this role.

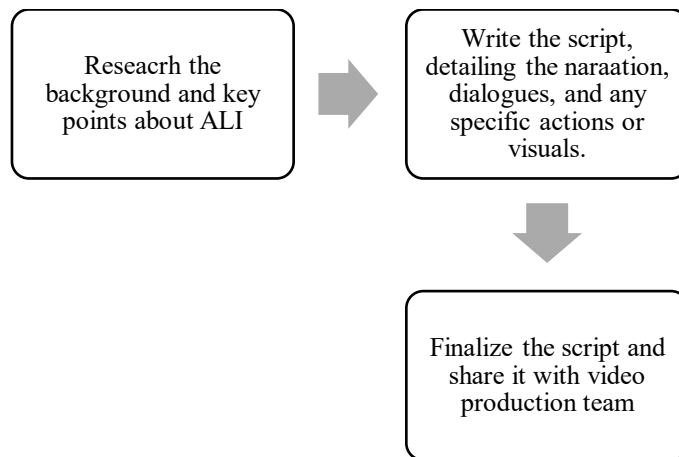


Figure 3. 32 The Making of ALI Introduction Script Procedure

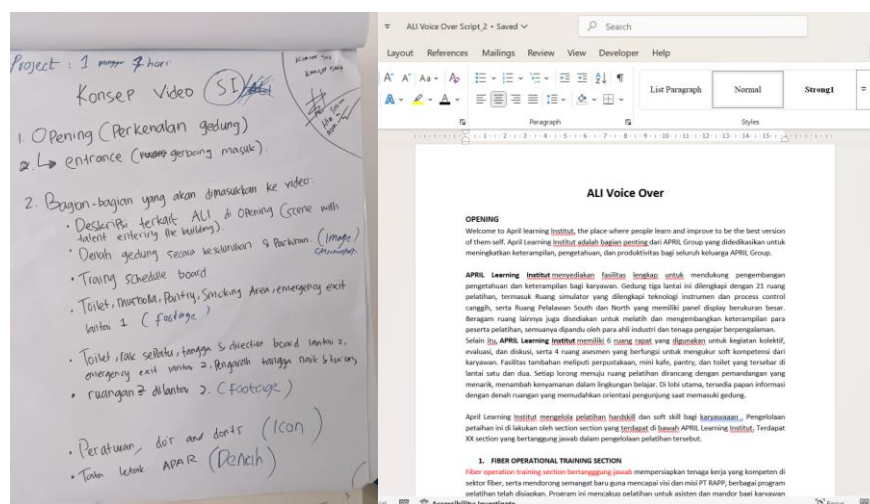


Figure 3.33 Making of ALI Introduction Script

17. Making The Attendance List for English Corner Student

Creating an attendance list for English Corner students involves designing a document to track participants' attendance throughout the program. This task supports effective record-keeping and program management. It requires attention to detail, clarity in formatting, and knowledge of student information management.

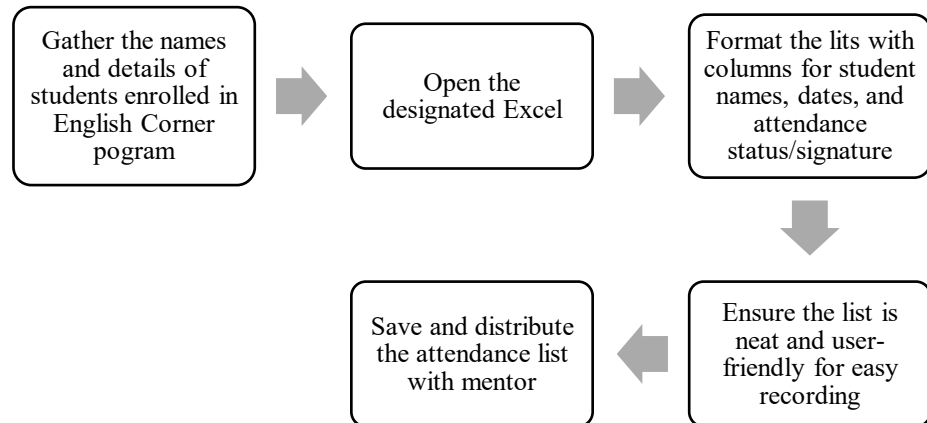


Figure 3. 34 The Making of English Corner Attendance List Procedure

No	Nama	Departemen	Minggu ke - 1 Tanggal:	Minggu ke - 2 Tanggal:	Minggu ke - 3 Tanggal:	Minggu ke - 4 Tanggal:
1	Pankrasius Dwi Surya S	Board Machine				
2	Annisia Maharani	Technical BM				
3	Jessy Elmiati	RKE				
4	Hiras Manatap Bazelel S	RnD				
5	Nela Ruth Dewi S	CP				
6	William Andersen	Technical RPL				
7	Nur Heliza	Pulp Dryer				
8	Grace Jasylyn Patricia	Pulp Dryer				
9	Apriyani Syafitri	PM 2				
10	Syiffa Qolbina Riandi	PM 1				
11	Kevin Martin Pasaribu	ECC				
12	Glorya Jureland	Fiberline				
13	Isthal Hanafi	Woodyard				
14	Dhio Aranda Putra	Woodyard				

Mengetahui,
Patricia Flowerence

Figure 3. 35 The Making of English Corner Attendance List

18. Summarize The Evaluation of English Corner Participants

This task involves reviewing and summarizing the evaluations of participants in the English Corner program, which is designed to enhance English language proficiency. The summary highlights participants' strengths, weaknesses, progress, and areas needing improvement. The results contribute to program refinement and individual development planning. This role requires analytical skills, attention to detail, and the ability to synthesize information into clear, actionable insights.

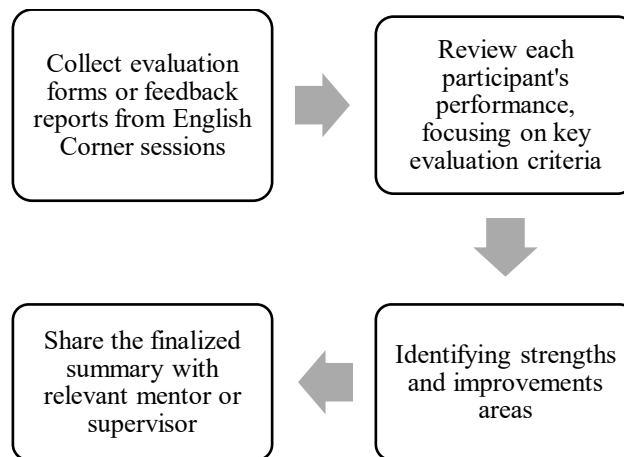


Figure 3. 36 The Making of English Corner Evaluation Data Procedure

The screenshot shows an Excel spreadsheet titled "HASIL EVALUASI MAHASISWA ENGLISH CORNER TPK UNRI BATCH 1". The spreadsheet contains evaluation data for two batches of students across various categories and skills.

KATEGORI EVALUASI	Pankreasius Dei Surya S	Anissa Makarasi	Jacey Dhanati	Heres Masatip Ransel S	Neta Reth Dewi S	William Anderson	Nar Helias	Grece Jachya Petricia	Agriyani Syafri	Syiffa Quthiba Riansi	Kevin Martin Pambun	Glorya Jurelud	Irfah Hana	Dina Aranda Putra
MATERI MINGGU 1														
SPEAKING	65%	50.00%	40.00%	65.00%	40.00%	65.00%	80.00%	65.00%	40.00%	65.00%	50.00%	65.00%	50.00%	60.00%
READING	50.00%	40.00%	40.00%	70.00%	40.00%	75.00%	50.00%	70.00%	40.00%	50.00%	40.00%	60.00%	45.00%	50.00%
LISTENING	60.00%	40.00%	45.00%	75.00%	40.00%	75.00%	50.00%	65.00%	40.00%	50.00%	45.00%	65.00%	45.00%	50.00%
CONFIDENT	70.00%	50.00%	40.00%	75.00%	40.00%	70.00%	60.00%	60.00%	40.00%	60.00%	60.00%	60.00%	50.00%	50.00%
TOTAL SCORE														
AVERAGE SCORE	61.25%	45.00%	41.25%	71.25%	40.00%	71.25%	55.00%	65.00%	40.00%	56.25%	48.75%	62.50%	47.50%	52.50%
MATERI MINGGU 2														
SPEAKING		40.00%	40.00%	70.00%	40.00%	65.00%	60.00%	40.00%	40.00%	65.00%	55.00%	65.00%	50.00%	65.00%
READING		40.00%	40.00%	75.00%	45.00%	75.00%	55.00%	40.00%	50.00%	40.00%	60.00%	60.00%	50.00%	50.00%
LISTENING		50.00%	45.00%	75.00%	40.00%	70.00%	50.00%	40.00%	50.00%	45.00%	45.00%	65.00%	45.00%	50.00%
CONFIDENT		50.00%	40.00%	75.00%	40.00%	70.00%	60.00%	45.00%	40.00%	65.00%	60.00%	65.00%	50.00%	55.00%
TOTAL SCORE														
AVERAGE SCORE		46.25%	41.25%	73.75%	41.25%	72.50%	56.25%	41.25%	47.50%	57.50%	50.00%	63.75%	48.75%	55.00%

Figure 3. 37 English Corner Student Evaluation Data

19. Making the Mentoring Card for TPK Intern

The task involves designing and creating mentoring cards for TPK (Pulp and Paper Technology) internship student. These cards serve as a tool for tracking interns' progress, documenting mentoring sessions, and facilitating feedback. This requires creativity in design, attention to detail, and alignment with organizational branding guidelines.

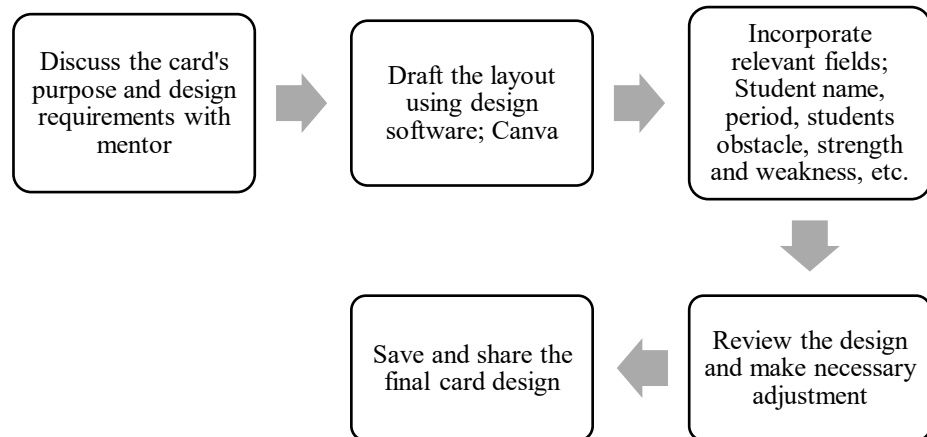


Figure 3. 38 Mentoring Card Making Procedure

The image shows a Canva design workspace for a 'MENTORING CARD'. The top toolbar includes options like 'Ubah ukuran', 'Edit', 'Ment...', 'Aktifkan pake...', and 'Cetak dengan Canva'. The design area features a template with the following sections:

- MENTORING CARD** (Title)
- INTERNSHIP MENTORING PHASE 1** (Section Header)
- Disclaimer:** 'This progress report describes interns experiences, problems, challenges, dan issues interns may have in the first three months of internship. This report will be used for administrative purposes at Riau Andalan Pulp and Paper Ltd.'
- Form Fields:**
 - Report Period, Academic Year, Period, Total Attendance (Table)
 - NAME, DEPARTMENT, BUSINESS UNIT, DATE (Text fields)
 - STRENGTH, WEAKNESS (Text areas)
 - PROGRESS & ACHIEVEMENTS (Text area)

Below the design workspace is a preview of the final card, which includes additional sections:

- YOUR PLAN FOR THE REST OF THE INTERNSHIP** (Text area)
- ISSUES DURING INTERNSHIP** (Text area)
- CRITICISM & SUGGESTIONS** (Text area)
- SUMMARY** (Text area)
- ADDITIONAL QUESTION:**
 - Are there any issues that PT. RAPP should be aware of?
 - ☐ Yes ☐ No (If yes, please specify)

Figure 3. 39 TPK Student Mentoring Card

20. Assisting Mentor on TPK Mentoring Session

Assist mentors in mentoring TPK students who are doing internships in several Business Units for 3 months. This mentoring is done to check whether the students are achieving the targets of the lesson plan at the beginning, what obstacles are faced, and whether they are adapting well.

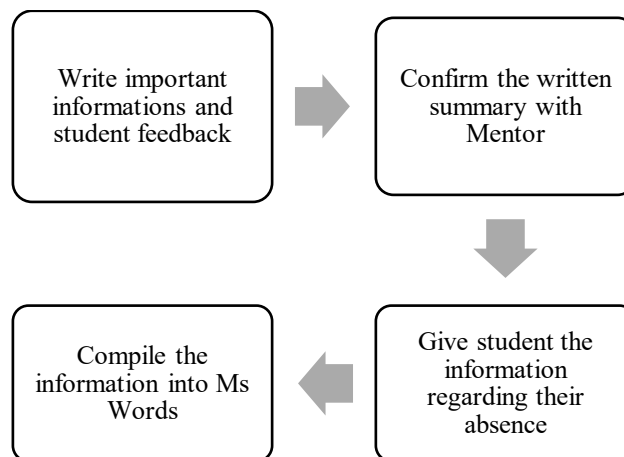


Figure 3. 40 Students Mentoring Procedure



Figure 3. 41 TPK Mentoring Session

21. Making the Evaluation Form for TPK Intern

This task entails creating evaluation cards to assess TPK interns' performance, research, and presentation throughout their internship. These cards provide a structured framework for recording evaluations, tracking skills, and offering constructive feedback. It requires a balance

of functional design and clear categorization to facilitate effective assessments.

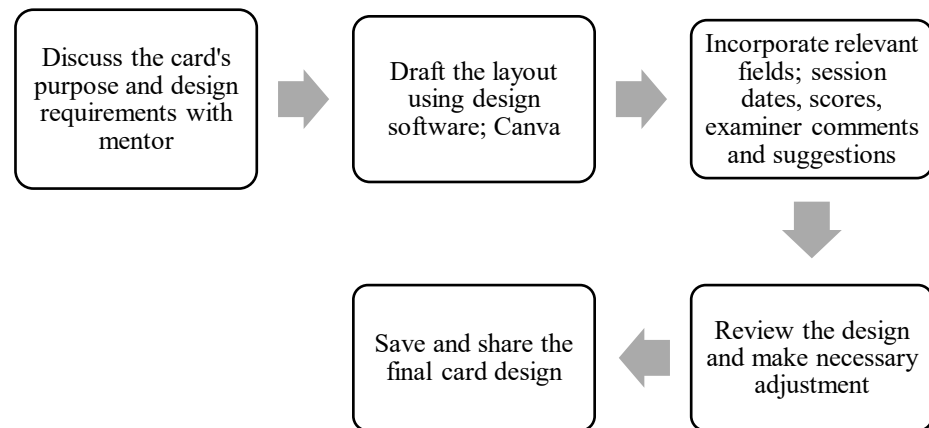


Figure 3. 42 Evaluation Form Making Procedure

The image shows a Canva workspace with three overlapping design templates for an 'ASSESSMENT FORM KERJA PRAKTEK (KP)'. The templates are branded with the 'APRIL' logo. The leftmost template is a thumbnail view showing a grid of seven cards. The middle template is a larger view of one card, showing sections for 'INFORMASI PESERTA' (Participant Information), 'ASPEK YANG DIKUKUS' (Assessment Aspects), and 'REMARKS'. The rightmost template is another view of the card, showing sections for 'PENGETAHUAN (KNOWLEDGE)', 'KEMAMPUAN (SKILL)', and 'REMARKS'. The cards are designed with a green and white color scheme and include fields for names, scores, and comments.

Figure 3. 43 TPK Student Evaluation/Assessment Card

22. Assisting Mentor on TPK Internship Presentation

This task includes replacing the mentor if he/she is on business and cannot be there during the presentation, ensuring that the presentation runs in an organized manner, ensuring that there are no problems, both with students, examiners, guests, until the equipment used is functioning properly.

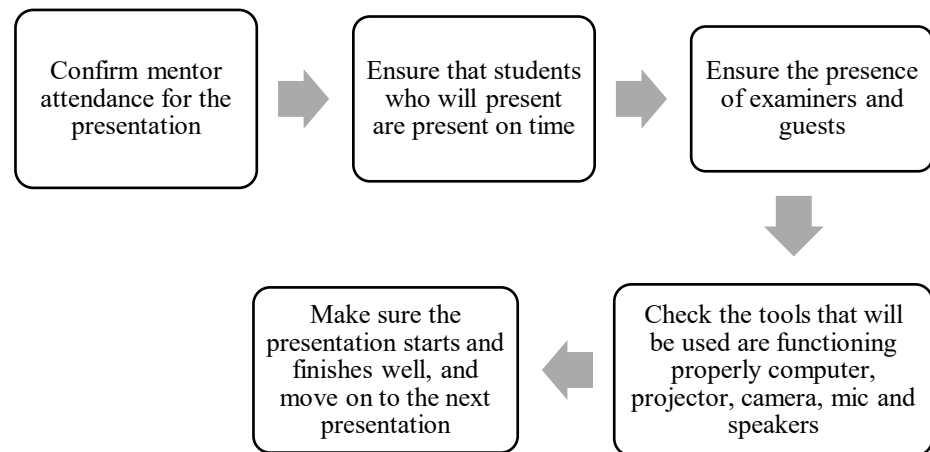


Figure 3. 44 TPK Internship Presentation Procedure

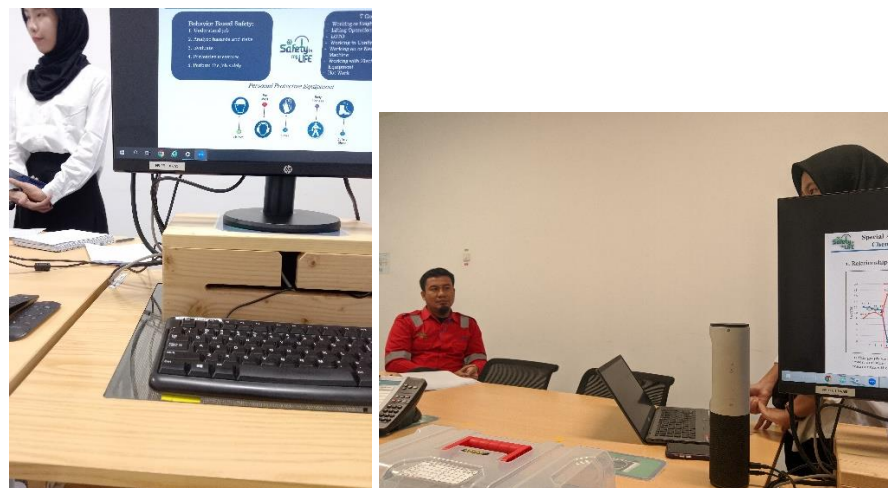


Figure 3. 45 TPK Internship Presentation

23. DLP Exam Monitoring

This task involves overseeing the administration of the DLP (Development Learning Program) examination to ensure compliance with rules and prevent irregularities. The role is critical for maintaining the integrity of the examination process and providing a fair testing environment. It demands vigilance, time management, and effective communication.

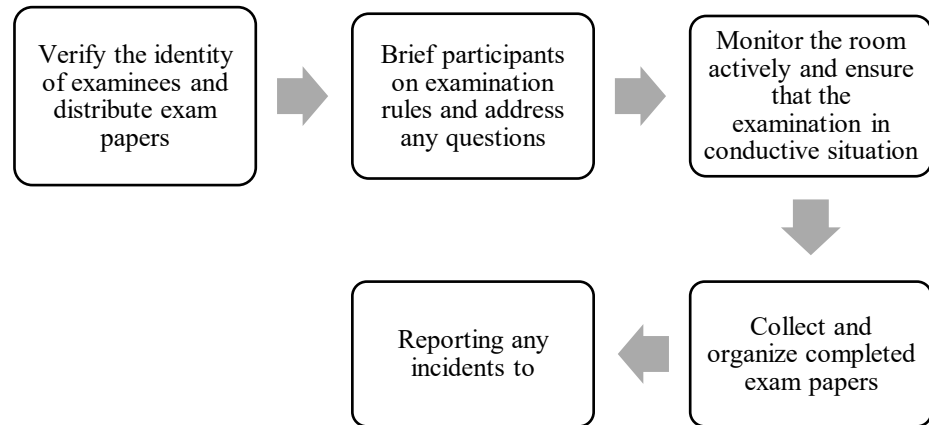


Figure 3. 46 DLP Exam Monitoring Procedure



Figure 3. 47 DLP Exam Monitoring

24. Assisting Mentor on Doing Job Visit to Riau University

This task involves supporting a mentor during an official job visit to Riau University. The purpose of the visit may include fostering partnerships, conducting training/sharing sessions, and delivering presentations. The responsibilities include handling logistical arrangements, documenting activities, and providing on-the-spot

support to ensure the visit runs smoothly.

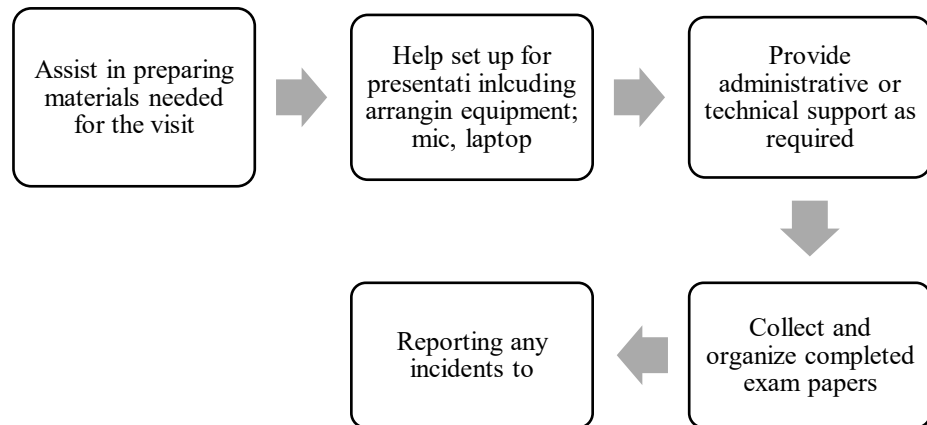


Figure 3. 48 Assisting Mentor of Doing Job Visit Procedure



Figure 3. 49 Guest Lecture to Riau University

3.3 Place of the Apprenticeship

The apprenticeship program was conducted over a period of approximately five months, spanning from July 17th to December 30th, 2024. It was hosted by PT Riau Andalan Pulp and Paper, a prominent company located in Pangkalan Kerinci, Pelalawan Regency, Riau, Indonesia. The specific site of the apprenticeship was within the APRIL Learning Institute building, situated on Jalan Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, with postal code 28300. The company can be reached via telephone at +62-761-491-000 or through fax at +62-761-491-846.

This period of practical training provided the opportunity to gain valuable hands-on experience in a professional environment, while also contributing to the ongoing operations and projects within the organization.

3.4 Kind and Description of the Activity

The daily activities carried out at PT Riau Andalan Pulp and Paper within the APRIL Learning Institute are outlined in the tables below. These activities include a diverse range of tasks and responsibilities designed to enhance both technical skills and professional competencies. The following tables provide a structured overview of the routines, training sessions, and projects that define the day-to-day operations at the institute:

Table 3. 2 Daily Activity of 17th July to 20th July 2024

No	Day/Date	Activity	Place
1.	Wednesday, July 17 th 2024	Safety Induction	Safety Campus
2.	Thursday, July 18 th 2024	1. Visit to Rumah Batik Bono Andalan with the interns guided by Kak Siti, the person in charge of Rumah Batik Bono Andalan. Get to	Rumah Batik Bono Andalan

		<p>know the kinds of “Batik” in Pelalawan Regency</p> <p>2. Become a temporary interpreter for international visitors</p>	
3.	Friday, July 19 th 2024	Internship activities briefing by the supervisor as well as the distribution of internship locations.	Social Capital
4.	Saturday, July 20 th 2024	DAY OFF	

Table 3. 3 Daily Activity of 22nd July to 27th July 2024

No	Day/Date	Activity	Place
1.	Monday, July 22 nd 2024	Visiting to ALI (APRIL Leraning Institute) and mentor distribution.	APRIL Learning Institute
2.	Tuesday, July 23 rd 2024	Visiting to ALI (APRIL Leraning Institute)	APRIL Learning Institute
3.	Wednesday, July 24 th 2024	<p>1. Meet and get to know mentors and employees at ALI Office</p> <p>2. Discussing with mentors related to the program that will be carried out with the target audience, namely factory operators (Mills) and D3 TPK UNRI internship students.</p> <p>3. Discussion of the internship program, the outputs to be achieved, the duties and responsibilities of the interns, as well as a casual discussion with Mr. Dedi, an employee of Technical Mill Department.</p>	APRIL Learning Institute

4.	Thursday, July 25 th 2024	<ol style="list-style-type: none"> 1. Discussed with interns regarding the "English Corner" program that will be implemented in August. 2. Drafted the "English Corner" proposal with the interns 3. Met the person in charge of the Education Program and Technical Mill section, Mrs. Sri Wahdini Rahmi. 	APRIL Learning Institute
5.	Friday, July 26 th 2024	<ol style="list-style-type: none"> 1. Continuing the discussion and drafting of the "English Corner" proposal together 2. Meeting with Pak Dedi to discuss the TLP (Team Leader Program) kick-off, appointing me to be the MC for the event 3. Rehearsal of TLP Kick Off event 	APRIL Learning Institute
6.	Saturday, July 27 th 2024	DAY OFF	

Table 3. 4 Daily Activity of 29th July to 03rd August 2024

No	Day/Date	Activity	Place
1.	Monday, July 29 th 2024	<ol style="list-style-type: none"> 1. Preparing for the TLP (Team Leader Program). 2. Being a moderator during the event 	RTC (RGE Technology Center)
2.	Tuesday, July 30 th 2024	<ol style="list-style-type: none"> 1. Discussion of internship program/activity plan 2. Making a list of internship activities July – November 3. Completing the "English Corner" proposal 4. Meeting with mentors related to the "English Corner" teaching module and related to the competition between sections 	APRIL Learning Institute

3.	Wednesday, July 31 st 2024	<ol style="list-style-type: none"> 1. Developed a script for the output of the game to be executed during the inter-section competition. 2. Meeting with the mentor to discuss the inter-section competition, followed by discussion among fellow interns. 	APRIL Learning Institute
4.	Thursday, August 01 st 2024	<ol style="list-style-type: none"> 1. Inputting distribution route data using spreadsheets and google distance. 2. Creating soft files of Failure Mode Effect Analysis (FMEA) material 3. 	APRIL Learning Institute
5.	Friday, August 02 nd 2024	<ol style="list-style-type: none"> 1. Inputting distribution line data using spreadsheet and google distance 2. Test/trial the products that will be played in the inter-section competition 3. 	APRIL Learning Institute
6.	Saturday, August 03 rd 2024	Accompanying mentors and supervisors in sharing book sessions by TPK UNRI students (<i>Job Shadowing</i>)	APRIL Learning Institute

Table 3. 5 Daily Activity of 05th August to 10th August 2024

No	Day/Date	Activity	Place
1.	Monday, August 05 th 2024	<ol style="list-style-type: none"> 1. Finishing the soft file of FMEA material 2. Meeting with mentors regarding the creation of musical choreography for the RGE Graduation 2023 event 3. Making soft files of Knowledge Management material 	APRIL Learning Institute
2.	Tuesday, August 06 th 2024	<ol style="list-style-type: none"> 1. Finishing the soft file of Knowledge Management material 	APRIL Learning Institute

		2. Making a summary of the book "The Art of Speaking Without Hurting Your Heart" by the author Oh Su Hyang 3. Meeting with mentors regarding the results of musical drama choreography	
3.	Wednesday, August 07 st 2024	Organized/preparing the room for the preparation of sharing session by Technical Mill	APRIL Learning Institute
4.	Thursday, August 08 st 2024	Choreographed the video of musical drama for RGE Graduation 2023.	APRIL Learning Institute
5.	Friday, August 09 th 2024	1. Discussed social media management and English corner program with mentors and superiors. 2. Attended and observed English corner activities with mentors	APRIL Learning Institute
6.	Saturday, August 10 th 2024	Accompanying mentors and supervisors in sharing book sessions by TPK UNRI students	APRIL Learning Institute

Table 3. 6 Daily Activity of 12th August to 17th August 2024

No	Day/Date	Activity	Place
1.	Monday, August 12 th 2024	Accompanying the supervisor on a visit and recitation in Pekan Baru as well as documenting the activity.	Pekan Baru
2.	Tuesday, August 13 th 2024	Inputting transportation route data using spreadsheet and google distance into excel	APRIL Learning Institute

3.	Wednesday, August 14 st 2024	<ol style="list-style-type: none"> 1. Meeting with mentor to discuss social media management and content plan 2. Make a draft of 3 videos; ALI Safety Induction, ALI Company Profile, and DLP introduction 3. Inputting the survey results of TPK internship students into excel 	APRIL Learning Institute
4.	Thursday, August 15 th 2024	<ol style="list-style-type: none"> 1. Meeting with superiors to discuss the internship program and future activity plans 2. Compile data on the execution of Technical Mill achievements from January - July 2024 3. Accompanying Bengkalis State Polytechnic lecturers to conduct visits and research 	<ol style="list-style-type: none"> 1. APRIL Learning Institute 2. UNIGRAHA Hotel
5.	Friday, August 16 th 2024	<ol style="list-style-type: none"> 1. Discussion and making script of Safety Induction video 2. Preparing for Mr. Suranto Sharing Session 	APRIL Learning Institute
6.	Saturday, August 17 th 2024	Accompanying supervisor for the August 17 th Independence Day Ceremony and visits to elementary and junior high schools.	At-Taqwa Elementary dan Junior High School

Table 3. 7 Daily Activity of 19th August to 24th August 2024

No	Day/Date	Activity	Place
1.	Monday, August 19 th 2024	<ol style="list-style-type: none"> 1. MC for the Sharing Session Mr. Suranto 2. Visiting PT. RAPP Wood Yard 	<ol style="list-style-type: none"> 1. APRIL Learning Institute 2. Mill

2.	Tuesday, August 20 th 2024	Mill overview: 1. Visiting Turbine Power Department 2. Fiber Line Department	Mill
3.	Wednesday, August 21 st 2024	Mill Overview: 1. Pulp Dryer 2. APR, RPE, and RPY 3. Solar Panel	Mill
4.	Thursday, August 22 nd 2024	Discussion on ALI introduction video and Social Media Management	APRIL Learning Institute
5.	Friday, August 23 rd 2024	Mill Overview: 1. Kerinci Tissue Culture 2. Kerinci Central Nursery II	Mill
6.	Saturday, August 24 th 2024	DAY OFF	

Table 3. 8 Daily Activity of 26th August to 31st August 2024

No	Day/Date	Activity	Place
1.	Monday, August 26 th 2024	1. Inputting survey data on interns' challenges faced in the workplace 2. Picked up the PH paper from Mill Office 3. Arranging the material for social media 4. Testing/measuring the PH of ordinary water and the PH of soapy water	1. APRIL Learning Institute 2. Mill Office
2.	Tuesday, August 27 th 2024	Discussion with mentors regarding how the English Corner system is implemented	APRIL Learning Institute

3.	Wednesday, August 28 th 2024	1. Developed and made English Corner syllabus 2. Making English Corner weekly attendance for the next month.	APRIL Learning Institute
4.	Thursday, August 29 th 2024	Recapitulating data from the results of surveys filled out by D3 TPK UNRI internship students	APRIL Learning Institute
5.	Friday, August 30 th 2024	Visiting Riau University to conduct a Guest Lecture at the D3 Pulp and Paper Engineering Department with supervisors from PT RAPP.	Riau University
6.	Saturday, August 31 st 2024	DAY OFF	

Table 3. 9 Daily Activity of 02nd September to 07th September 2024

No	Day/Date	Activity	Place
1.	Monday, September 02 nd 2024	ABSENT (SICK)	
2.	Tuesday, September 03 rd 2024	Provided "English Corner" training to the first batch of D3 TPK UNRI interns	APRIL Learning Institute
3.	Wednesday, September 04 th 2024	Provided "English Corner" training to the second batch of D3 TPK UNRI interns	APRIL Learning Institute
4.	Thursday, September 05 th 2024	Provided "English Corner" training to the third batch of D3 TPK UNRI interns	APRIL Learning Institute
5.	Friday, September 06 th 2024	Provided "English Corner" training to the fourth batch of D3 TPK UNRI interns	APRIL Learning Institute

6.	Saturday, September 07 th 2024	Accompanying mentor in sharing book sessions by TPK UNRI students
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Table 3. 10 Daily Activity of 09th September to 14th September 2024

No	Day/Date	Activity	Place
1.	Monday, September 09 th 2024	Guiding the Gadjah Mada University interns doing a visit to RGE Technology Center	RGE Technology Center (RTC)
2.	Tuesday, September 10 th 2024	1. Guiding the Gadjah Mada University interns doing a visit to Water Treatment Plant dan Turbine Power 2. Provided "English Corner" 2 nd training to the first batch of D3 TPK UNRI interns	1. Mill 2. APRIL Learning Institute
3.	Wednesday, September 11 th 2024	ABSENT REQUEST	-
4.	Thursday, September 12 th 2024	ABSENT REQUEST	-
5.	Friday, September 13 th 2024	ABSENT REQUEST	-
6.	Saturday, September 14 th 2024	DAY OFF	

Table 3. 11 Daily Activity of 16th September to 21st September 2024

No	Day/Date	Activity	Place
1.	Monday, September 16 th 2024	MAWLID AN-NABI	-
2.	Tuesday, September 17 th 2024	Provided "English Corner" 3 rd training to the first batch of D3 TPK UNRI interns	APRIL Learning Institute
3.	Wednesday, September 18 th 2024	Provided "English Corner" 3 rd training to the 2 nd batch of D3 TPK UNRI interns	APRIL Learning Institute
4.	Thursday, September 19 th 2024	Provided "English Corner" 3 rd training to the 3 rd batch of D3 TPK UNRI interns	APRIL Learning Institute
5.	Friday, September 20 th 2024	Provided "English Corner" 3 rd training to the 4 th batch of D3 TPK UNRI interns	APRIL Learning Institute
6.	Saturday, September 21 st 2024	Accompanying mentor in sharing book sessions by TPK UNRI students	

Table 3. 12 Daily Activity of 23rd September to 28th September 2024

No	Day/Date	Activity	Place
1.	Monday, September 23 rd 2024	Preparing the room and rehearsing for Product Knowledge Sharing session	APRIL Learning Institute
2.	Tuesday, September 24 th 2024	1. Hosting/Being Master of Ceremony for Product Knowledge sharing session 2. Provided "English Corner" 4 th training to the first batch of D3 TPK UNRI interns	APRIL Learning Institute

3.	Wednesday, September 25 th 2024	Provided "English Corner" 4 th training to the second batch of D3 TPK UNRI interns	APRIL Learning Institute
4.	Thursday, September 26 th 2024	Provided "English Corner" 4 th training to the third batch of D3 TPK UNRI interns	APRIL Learning Institute
5.	Friday, September 27 th 2024	Being a companion for sharing session / guest lecture at TPK UNRI	Riau University
6.	Saturday, September 28 th 2024	DAY OFF	

Table 3. 13 Daily Activity of 30th September to 05th October 2024

No	Day/Date	Activity	Place
1.	Monday, September 30 th 2024	1. Lyocell Sharing session meeting 2. Provided "English Corner" 4 th training to the fourth batch of D3 TPK UNRI interns	APRIL Learning Institute
2.	Tuesday, October 01 st 2024	Making English Corner evaluation and progress report for TPK interns	APRIL Learning Institute
3.	Wednesday, October 02 nd 2024	Finishing and compiling the data of English Corner evaluation and progress report for TPK interns	APRIL Learning Institute
4.	Thursday, October 03 rd 2024	Becoming the supervisor Companion to the Talk Show Job Fair of SMK Mempura Siak	SMKN 1 Mempura
5.	Friday, October 04 th 2024	Becoming a Lecturer Companion for Practitioner Mr. Tengku Kespandiar at the Bengkalis State Polytechnic.	State Polytechnic of Bengkalis

6.	Saturday, October 05th	DAY OFF
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Table 3. 14 Daily Activity of 07th October to 12th October 2024

No	Day/Date	Activity	Place
1.	Monday, October 07 th 2024	Create a Canva Class Teaching Module in the colour Features I	APRIL Learning Institute
2.	Tuesday, October 08 th 2024	Create a Canva Class Teaching Module in the colour Features II	APRIL Learning Institute
3.	Wednesday, October 09 th 2024	Making Master of Ceremony Script for Lyocell Sharing Session with Mrs. Yin Ying	APRIL Learning Institute
4.	Thursday, October 10 th 2024	Further discussion about the progress of Lyocell Sharing Session preparation	APRIL Learning Institute
5.	Friday, October 11 th 2024	1. Further discussion about the progress of Lyocell Sharing Session preparation 2. Inputting the data of TPK internship student attendance list for 3 months 3. Canva class further dicussion	APRIL Learning Institute
6.	Saturday, October 12 th 2024	DAY OFF	

Table 3. 15 Daily Activity of 14th October to 19th October 2024

No	Day/Date	Activity	Place
1.	Monday, October 14 th 2024	1. Discussion about the progress of Lyocell Sharing Session preparation (Game session) 2. Inputting the data of TPK internship student attendance list for 3 months	APRIL Learning Institute
2.	Tuesday, October 15 th 2024	Organizing a Canva training session for staff	APRIL Learning Institute
3.	Wednesday, October 16 th 2024	1 Preparing and rehearsal of Lyocell Sharing Session 2 Provided "English Corner" replacement training for D3 TPK UNRI interns	APRIL Learning Institute
4.	Thursday, October 17 th 2024	1. Lyocell Sharing session 2. Provided "English Corner" replacement training for D3 TPK UNRI interns	APRIL Learning Institute
5.	Friday, October 18 th 2024	1. Inputting the data of TPK internship student attendance list for 3 months 2. Provided "English Corner" replacement training for D3 TPK UNRI interns	APRIL Learning Institute
6.	Saturday, October 19 th 2024	DAY OFF	

Table 3. 16 Daily Activity of 21st October to 26th October 2024

No	Day/Date	Activity	Place
1.	Monday, October 21 st 2024	Finishing the data inputting of TPK internship student attendance list for 3 months	APRIL Learning Institute

2.	Tuesday, October 22 nd 2024	Reviewing DLP Exam Answers	APRIL Learning Institute
3.	Wednesday, October 23 rd 2024	1. Simulating Materials Through Games 2. Simulating Sharing Sessions Using ChatGPT	APRIL Learning Institute
4.	Thursday, October 24 th 2024	1. Print out the material for the game 2. Making messages and impressions script for after-training video	APRIL Learning Institute
5.	Friday, October 25 th 2024	DLP Exam Monitoring	APRIL Learning Institute
6.	Saturday, October 26 th 2024	DAY OFF	

Table 3. 17 Daily Activity of 28th October to 02nd November 2024

No	Day/Date	Activity	Place
1.	Monday, October 28 th 2024	Preparing and Restocking TLP Exam Questions	APRIL Learning Institute
2.	Tuesday, October 29 th 2024	DLP Exam Monitoring	APRIL Learning Institute
3.	Wednesday, October 30 th 2024	Making Mentoring card for TPK interns	APRIL Learning Institute
4.	Thursday, October 31 st 2024	1. Follow the mentoring session for TPK interns from Woodyard & Pulp Dryer 2. Making Mentoring card for TPK interns	APRIL Learning Institute

5.	Friday, November 01 st 2024	Follow the mentoring session for TPK interns from Paper Machine & Board Machine	APRIL Learning Institute
6.	Saturday, November 02 nd 2024	Accompanying mentor in sharing book sessions by TPK UNRI students	

Table 3. 18 Daily Activity of 04th November to 09th November 2024

No	Day/Date	Activity	Place
1.	Monday, November 04 th 2024	Follow the mentoring session for TPK interns from Technical & RPE	APRIL Learning Institute
2.	Tuesday, November 05 th 2024	3. Follow the mentoring session for TPK interns from CP & R&D 4. Meeting with Technical Mill Department 5. APRIL 2030 starting the Flyer Making	APRIL Learning Institute
3.	Wednesday, November 06 th 2024	Finishing APRIL 2030 sharing session Flyer	APRIL Learning Institute
4.	Thursday, November 07 th 2024	Drafting Sharing session flyer dan photobooth	APRIL Learning Institute
5.	Friday, November 08 th 2024	1. Making evaluation form for intern presentation 2. Assisting in Monitoring Internship Presentations by TPK Students 3. DLP exam monitoring	APRIL Learning Institute
6.	Saturday, November 09 th 2024	Accompanying mentor in sharing book sessions by TPK UNRI students	

Table 3. 19 Daily Activity of 11th November to 16th November 2024

No	Day/Date	Activity	Place
1.	Monday, November 11 th 2024	Assisting in Monitoring Internship Presentations by TPK Students	APRIL Learning Institute
2.	Tuesday, November 12 th 2024	ABSENT (SICK)	
3.	Wednesday, November 13 th 2024	1. Assisting in Guiding the Simulation of Process Flows 2. Assisting in Monitoring Internship Presentations by TPK Students 3. DLP exam monitoring	APRIL Learning Institute
4.	Thursday, November 14 th 2024	1. DLP exam monitoring 2. Drafting Sharing session flyer dan photobooth	APRIL Learning Institute
5.	Friday, November 15 th 2024	Designing photobooth, theme, and Flyer for Mr. Hendra sharing session	APRIL Learning Institute
6.	Saturday, November 16 th 2024	DAY OFF	

Table 3. 20 Daily Activity of 18th November to 23rd November 2024

No	Day/Date	Activity	Place
1.	Monday, November 18 th 2024	Preparing and rehearsal of TLP I closing ceremony	APRIL Learning Institute

2.	Tuesday, November 19 th 2024	TLP I Closing Ceremony	APRIL Learning Institute
3.	Wednesday, November 20 th 2024	Preparing and rehearsal of APRIL 2023 sharing session	APRIL Learning Institute
4.	Thursday, November 21 st 2024	APRIL 2023 sharing session by Mr. Rafael	APRIL Learning Institute
5.	Friday, November 22 nd 2024	1. DLP exam monitoring 2. Designing photobooth, theme, and Flyer for Mr. Hendra sharing session	APRIL Learning Institute
6.	Saturday, November 23 rd 2024	DAY OFF	

Table 3. 21 Daily Activity of 25th November to 30th November 2024

No	Day/Date	Activity	Place
1.	Monday, November 25 th 2024	1. DLP exam monitoring 2. Finishing the design of photobooth, theme, and Flyer for Mr. Hendra sharing session	APRIL Learning Institute
2.	Tuesday, November 26 th 2024	Preparing the photobooth (cutting, trimming, gluing)	APRIL Learning Institute
3.	Wednesday, November 27 th 2024	ELECTION DAY	
4.	Thursday, November 28 th 2024	Preparing the photobooth (cutting, trimming, gluing) and rehearsal for the sharing sessions	APRIL Learning Institute

5.	Friday, November 29 th 2024	Sharing session MR. Hendra Tri Purnawan	APRIL Learning Institute
6.	Saturday, November 30 th 2024	Reupdating TLP proposal into Powerpoint	

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

The apprenticeship program at PT Riau Andalan Pulp and Paper, conducted at the APRIL Learning Institute, provided an invaluable opportunity for hands-on learning and professional development. Throughout the five-month program, engage engaged in a variety of tasks and activities that bridged the gap between academic theory and real-world application.

1. Variety of Tasks; tasks included administrative responsibilities, creative projects, technical training sessions, event organization, and evaluation processes. Activities such as designing materials, monitoring exams, and guiding simulations enhanced technical and professional skills.
2. Skill Development and Personal Growth; during the internship, author get the knowledge how to improve the communication skill, organization, and problem-solving abilities through collaborative and individual tasks. Author also Gained proficiency in creating professional documents, presentations, and visual materials. Author developed adaptability, responsibility, and a proactive mindset for tackling professional challenges for her personal growth.
3. Personal Reflections; the experience highlighted the importance of adaptability and continuous learning in a professional setting. The variety of tasks allowed for a better understanding of organizational workflows, strengthened work ethic, and fostered a sense of responsibility toward assigned duties.

The experience allowed me to better understand industry practices, workplace dynamics, and the importance of aligning academic learning with professional expectations. Working closely with mentors and colleagues fostered a deeper appreciation for teamwork and adaptability while building a strong professional network.

Overall, the program successfully fulfilled its objectives of enhancing my professional competencies, contributing to PT RAPP's operational success, and preparing me for future career opportunities in a global and competitive workforce.

4.2. Criticism

1. For PT Riau Andalan Pulp and Paper (APRIL Learning Institute)
 - a) Limited Scope of Training Programs: While the internship provided foundational knowledge, the training programs felt somewhat generic and lacked specialized modules.
 - b) Low Intern Engagement and Interaction: The internship leaned heavily on observational learning rather than hands-on participation, which limited practical skill development.
 - c) Insufficient Feedback and Progress Tracking: Feedback from supervisors was sporadic and informal, making it difficult to gauge performance or identify areas for improvement.
2. For State Polytechnic of Bengkalis
 - a) Many interns felt unprepared for real workplace expectations, such as there were no formal workshops before the internship. Without proper guidance, some interns struggled to adapt to corporate communication standards and documentation requirements.
 - b) Unclear Internship Structure and Learning Objectives: Without proper guidance, some interns struggled to adapt to corporate communication standards and documentation requirements.
3. For Future Interns
 - a) Lack of Proactive Learning: Some interns (including myself) initially waited for assigned tasks rather than actively seeking additional responsibilities. Missed opportunities to engage in more meaningful projects due to hesitation or uncertainty about taking initiative.

- b) Underdeveloped Industry-Relevant Skills: Limited exposure to real-world problem-solving scenarios that could have sharpened technical and soft skills.
- c) Weak Networking Efforts: Missed chances to gain career advice, references, or future job opportunities due to limited interaction beyond immediate tasks. Missed chances to gain career advice, references, or future job opportunities due to limited interaction beyond immediate tasks.
- d) Struggles with Adaptability: Missed chances to gain career advice, references, or future job opportunities due to limited interaction beyond immediate tasks.

4.3 Suggestion

1. For PT Riau Andalan Pulp and Paper (APRIL Learning Institute)

- a) Expand Training Programs: Introduce additional workshops or modules tailored to develop specific skills, such as leadership training, or cross-departmental collaboration.
- b) Enhance Intern Engagement: Incorporate more interactive activities, such as team-building exercises to deepen intern involvement and understanding of the company's operations.
- c) Regular Feedback Mechanism: Provide structured and periodic feedback sessions for interns to help them track their progress and areas for improvement.

2. For State Polytechnic of Bengkalis

- a) Strengthen Preparation Programs: Offer pre-apprenticeship workshops focusing on workplace etiquette, report writing, and technical skills relevant to the internship industry.
- b) Providing a curriculum or running plan during the internship program, aimed at ensuring the internship activities are more organized and aligned with the expected outcomes of both parties.

3. For Future Interns

- a. Proactive Learning: Take initiative in seeking additional tasks or responsibilities to maximize the learning experience.
- b. Skill Improvement: Focus on developing skills that align with industry needs, such as communication, project management, and technical expertise.
- c. Networking: Build relationships with colleagues and mentors to create lasting professional connections that may benefit future career paths.
- d. Adaptability: Be open to challenges and changes, using them as opportunities to learn and grow.

REFERENCES

About-us_history. (n.d.). Retrieved from aprilasia: <https://www.aprilasia.com/en/about-us/history>

APRIL Group Products. (n.d.). *April Group*. Available at: <https://www.aprilasia.com/en/products>.

APPENDICES

APPENDIX A

Attendance Lists

ABSENSI HARIAN KERJA PRAKTEK (KP)
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
 Department/Devisi : Technical Mill
 Waktu Kerja Praktek : 17 Juli s/d 30 November 2024

Bulan : Juli

No	Hari	Tanggal	AINAL MARDIYAH				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Rabu	17/07/2024	09.00		12.00		Hadir
2	Kamis	18/07/2024	14.00		16.00		Hadir
3	Jum'at	19/07/2024	08.00		11.30		Hadir
4	Sabtu	20/07/2024	-	-	-	-	Libur
5	Minggu	21/07/2024	-	-	-	-	Libur
6	Senin	22/07/2024	08.00		12.00		Hadir
7	Selasa	23/07/2024	08.00		12.00		Hadir
8	Rabu	24/07/2024	08.00		17.00		Hadir
9	Kamis	25/07/2024	08.00		17.00		Hadir
10	Jum'at	26/07/2024	08.00		17.00		Hadir
11	Sabtu	27/07/2024	-	-	-	-	Libur
12	Minggu	28/07/2024	-	-	-	-	Libur
13	Senin	29/07/2024	08.00		17.00		Hadir
14	Selasa	30/07/2024	08.00		17.00		Hadir
15	Rabu	31/07/2024	08.00		17.00		Hadir

Catatan
 Izin : 0
 Sakit : 0
 Tanpa Keterangan : 0

Mengetahui,
 Mentor Magang



Nanda Patricia Flowerence

ABSENSI HARIAN KERJA PRAKTEK (KP)
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
 Department/Devisi : Technical Mill
 Waktu Kerja Praktek : 17 Juli s/d 30 November 2024

Bulan : Agustus

No	Hari	Tanggal	AINAL MARDIYAH				
			Jam Kehadiran				Keterangan
			Masuk	Paraf	Keluar	Paraf	
1	Kamis	01/08/2024	08.00		17.00		Hadir
2	Jum'at	02/08/2024	08.00		17.00		Hadir
3	Sabtu	03/08/2024	08.00		12.00		Hadir
4	Minggu	04/08/2024	-	-	-	-	-
5	Senin	05/08/2024	08.00		17.00		Hadir
6	Selasa	06/08/2024	08.00		17.00		Hadir
7	Rabu	07/08/2024	08.00		17.00		Hadir
8	Kamis	08/08/2024	08.00		17.00		Hadir
9	Jum'at	09/08/2024	08.00		17.00		Hadir
10	Sabtu	10/08/2024	08.00		12.00		Hadir
11	Minggu	11/08/2024	-	-	-	-	-
12	Senin	12/08/2024	08.00		17.00		Hadir
13	Selasa	13/08/2024	08.00		17.00		Hadir
14	Rabu	14/08/2024	08.00		17.00		Hadir
15	Kamis	15/08/2024	08.00		17.00		Hadir
16	Jum'at	16/08/2024	08.00		17.00		Hadir
17	Sabtu	17/08/2024	-		-		DAYOFF
18	Minggu	18/08/2024	-	-	-	-	-
19	Senin	19/08/2024	08.00		17.00		Hadir
20	Selasa	20/08/2024	08.00		17.00		Hadir
21	Rabu	21/08/2024	08.0		17.00		Hadir
22	Kamis	22/08/2024	08.00		17.00		Hadir
23	Jum'at	23/08/2024	08.00		17.00		Hadir
24	Sabtu	24/08/2024	-	-	-	-	DAYOFF
25	Minggu	25/08/2024	-	-	-	-	-
26	Senin	26/08/2024	08.00		17.00		Hadir
27	Selasa	27/08/2024	08.00		17.00		Hadir
28	Rabu	28/08/2024	08.00		17.00		Hadir
29	Kamis	29/08/2024	08.00		17.00		Hadir
30	Jum'at	30/08/2024	06.00		19.00		Hadir
31	Sabtu	31/08/2024	-	-	-	-	-

Catatan
 Izin : 0
 Sakit : 0
 Tanpa Keterangan : 0

Mengetahui,
 Mentor Magang



Nanda Patricia Flowerence

ABSENSI HARIAN KERJA PRAKTEK (KP)
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
 Department/Devisi : Technical Mill
 Waktu Kerja Praktek : 17 Juli s/d 30 November 2024

Bulan : September

No	Hari	Tanggal	AINAL MARDIYAH				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Minggu	01/09/2024	-	-	-	-	-
2	Senin	02/09/2024	-	-	-	-	SAKIT
3	Selasa	03/09/2024	08.00		17.00		Hadir
4	Rabu	04/09/2024	08.00		17.00		Hadir
5	Kamis	05/09/2024	08.00		17.00		Hadir
6	Jum'at	06/09/2024	08.00		17.00		Hadir
7	Sabtu	07/09/2024	08.00		12.00		Hadir
8	Minggu	08/09/2024	-	-	-	-	Libur
9	Senin	09/09/2024	08.00		17.00		Hadir
10	Selasa	10/09/2024	08.00		17.00		Hadir
11	Rabu	11/09/2024	-	-	-	-	Izin
12	Kamis	12/09/2024	-	-	-	-	Izin
13	Jum'at	13/09/2024	-	-	-	-	Izin
14	Sabtu	14/09/2024	-	-	-	-	DAY OFF
15	Minggu	15/09/2024	-	-	-	-	Libur
16	Senin	16/09/2024					Libur
17	Selasa	17/09/2024	08.00		17.00		Hadir
18	Rabu	18/09/2024	08.00		17.00		Hadir
19	Kamis	19/09/2024	08.00		17.00		Hadir
20	Jum'at	20/09/2024	08.00		17.00		Hadir
21	Sabtu	21/09/2024	08.00		12.00		Hadir
22	Minggu	22/09/2024	-	-	-	-	Libur
23	Senin	23/09/2024	08.00		17.00		Hadir
24	Selasa	24/09/2024	08.00		17.00		Hadir
25	Rabu	25/09/2024	08.00		17.00		Hadir
26	Kamis	26/09/2024	08.00		17.00		Hadir
27	Jum'at	27/09/2024	08.00		17.00		Hadir
28	Sabtu	28/09/2024	-	-	-	-	DAY OFF
29	Minggu	29/09/2024	-	-	-	-	LIBUR
30	Senin	30/09/2024	08.00		17.00		Hadir

Catatan
 Izin : 3
 Sakit : 1
 Tanpa Keterangan : 0

Mengetahui,
 Mentor Magang



Nanda Patricia Flowerence

ABSENSI HARIAN KERJA PRAKTEK (KP)
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
 Department/Devisi : Technical Mill
 Waktu Kerja Praktek : 17 Juli s/d 30 November 2024

Bulan : Oktober

No	Hari	Tanggal	AINAL MARDIYAH				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Selasa	01/10/2024	-	-	-	-	SAKIT
2	Rabu	02/10/2024	08.00		17.00		Hadir
3	Kamis	03/10/2024	08.00		17.00		Hadir
4	Jumat	04/10/2024	08.00		17.00		Hadir
5	Sabtu	05/10/2024	-	-	-	-	DAY OFF
6	Minggu	06/10/2024	-	-	-	-	Libur
7	Senin	07/10/2024	08.00		17.00		Hadir
8	Selasa	08/10/2024	08.00		17.00		Hadir
9	Rabu	09/10/2024	08.00		17.00		Hadir
10	Kamis	10/10/2024	08.00		17.00		Hadir
11	Jum'at	11/10/2024	08.00		17.00		Hadir
12	Sabtu	12/10/2024	-	-	-	-	DAY OFF
13	Minggu	13/10/2024	-	-	-	-	Libur
14	Senin	14/10/2024	08.00		17.00		Hadir
15	Selasa	15/10/2024	08.00		17.00		Hadir
16	Rabu	16/10/2024	08.00		17.00		Hadir
17	Kamis	17/10/2024	08.00		17.00		Hadir
18	Jum'at	18/10/2024	08.00		17.00		Hadir
19	Sabtu	19/10/2024	-	-	-	-	DAY OFF
20	Minggu	20/10/2024	-	-	-	-	Libur
21	Senin	21/10/2024	08.00		17.00		Hadir
22	Selasa	22/10/2024	08.00		17.00		Hadir
23	Rabu	23/10/2024	08.00		17.00		Hadir
24	Kamis	24/10/2024	08.00		17.00		Hadir
25	Jum'at	25/10/2024	08.00		17.00		Hadir
26	Sabtu	26/10/2024	-	-	-	-	DAY OFF
27	Minggu	27/10/2024	-	-	-	-	LIBUR
28	Senin	28/10/2024	08.00		17.00		Hadir
29	Selasa	29/10/2024	-	-	-	-	SAKIT
30	Rabu	30/10/2024	08.00		17.00		Hadir
31	Kamis	31/10/2024	08.00		17.00		Hadir

Catatan
 Izin : 2
 Sakit : 2
 Tanpa Keterangan : 0

Mengetahui,
 Mentor Magang



Nanda Patricia Flowerence

ABSENSI HARIAN KERJA PRAKTEK (KP)
PT RIAU ANDALAN PULP AND PAPER
APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
 Department/Devisi : Technical Mill
 Waktu Kerja Praktek : 17 Juli s/d 30 November 2024

Bulan : November

No	Hari	Tanggal	AINAL MARDIYAH				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Jum'at	01/11/2024	08.00		17.00		Hadir
2	Sabtu	02/11/2024	08.00		12.00		Hadir
3	Minggu	03/11/2024	-	-	-	-	LIBUR
4	Senin	04/11/2024	08.00		12.00		Hadir
5	Selasa	05/11/2024	08.00		17.00		Hadir
6	Rabu	06/11/2024	08.00		17.00		Hadir
7	Kamis	07/11/2024	08.00		17.00		Hadir
8	Jum'at	08/11/2024	08.00		17.00		Hadir
9	Sabtu	09/11/2024	08.00		12.00		Hadir
10	Minggu	10/11/2024	-	-	-	-	Libur
11	Senin	11/11/2024	08.00		17.00		Hadir
12	Selasa	12/11/2024					Sakit
13	Rabu	13/11/2024	08.00		17.00		Hadir
14	Kamis	14/11/2024	08.00		17.00		Hadir
15	Jum'at	15/11/2024	08.00		17.00		Hadir
16	Sabtu	16/11/2024	-	-	-	-	DAY Off
17	Minggu	17/11/2024	-	-	-	-	Libur
18	Senin	18/11/2024	08.00		17.00		Hadir
19	Selasa	19/11/2024	08.00		17.00		Hadir
20	Rabu	20/11/2024	08.00		17.00		Hadir
21	Kamis	21/11/2024	08.00		17.00		Hadir
22	Jum'at	22/11/2024	08.00		17.00		Hadir
23	Sabtu	23/11/2024	-	-	-	-	DAY Off
24	Minggu	24/11/2024	-	-	-	-	Libur
25	Senin	25/11/2024	08.00		17.00		Hadir
26	Selasa	26/11/2024	08.00		17.00		Hadir
27	Rabu	27/11/2024					LIBUR
28	Kamis	28/11/2024	08.00		17.00		Hadir
29	Jum'at	29/11/2024	08.00		17.00		Hadir
30	Sabtu	30/11/2024	08.00		12.00		Hadir

Catatan
 Izin : 0
 Sakit : 1
 Tanpa Keterangan : 0
 Libur : 1

Mengetahui,
 Mentor Magang



Nanda Patricia Flowerence

APPENDIX B

Acceptance Letter

Internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Teluk Betung No. 31
Jakarta 10230, Indonesia
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pelalawan
Riau 28300, Indonesia
Tel. : +62 761 491 000 Fax. : +62 761 491 846

www.aprilasia.com
www.papernone.com

Nomor : 782/XII/CR/KP/RAPP/2024
Lamp : -
Hal : Izin Job Training/ Kerja Praktek

Kepada Yth,
Ketua Prodi Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
Politeknik Negeri Bengkalis
Di-
Tempat

Dengan hormat,
Sehubungan dengan surat permohonan izin kerja praktek pada PT RAPP, untuk Mahasiswa/ Pelajar sebagai berikut:

No	Nama	NPM	Jurusan
1	Sakina Shepia Maharani	5504211032	Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
2	Ainal Mardiyah	5504211047	
3	Dina Mariana	5504211036	

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa/Pelajar tersebut untuk melakukan kerja praktik di PT RAPP tahun 2024.

Kepada yang bersangkutan harus mengikuti **safety induction terlebih dahulu**. Kepada peserta KP harap memperhatikan:

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Mengikuti Protokol yang berlaku, apabila kedatangan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar **membawa masing masing**.

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan No. 6) pada (Waktu akan dikonfirmasi) dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).

Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, 19 Desember 2024

Tenku Kespandiar, ST., MM
Campus Relation Manager

APPENDIX C

Internship Completion Letter



SURAT KETERANGAN

No : 780/ XII/ CR / KP / RAPP / 2024

Dengan ini kami menerangkan bahwa mahasiswa/ Siswa berikut :

Nama : Ainal Mardiyah
NIM : 5504211047
Fak/ Jurusan : Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
Universitas : Politeknik Negeri Bengkalis
Durasi : 17 Juli – 30 November 2024

Benar telah menyelesaikan program Magang Mandiri di PT. RAPP.

Demikian surat keterangan diberikan dan agar dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 19 Desember 2024

Tengku Kespandiar, ST., MM
Campus Relation Manager

APPENDIX D

Certificate of Internship



Certificate of Accomplishment

This is to certify that

Ainal Mardiyah

Bachelor of Bahasa
Prodi Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Politeknik Negeri Bengkalis

has successfully accomplished an

Internship Program

Held in

**April Learning Institute, PT. Riau Andalan Pulp and Paper
from 17th July to 30th November 2024**




**Dedi Yandri, ST. M. Eng.
APRIL Learning Institute**

APPENDIX E

Evaluation Form

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK APRIL LEARNING INSTITUTE (ALI)

NAMA : Ainal Mardiyah
NIM : 5504211047
Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Kampus : Politeknik Negeri Bengkalis
Departemen : Technical Mill

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggungjawab	25%	95
3.	Penyesuaian diri	10%	94
4.	Hasil kerja	30%	94
5.	Perilaku Secara Umum	15%	95
	Total Jumlah (1+2+3+4+5)	100%	

Keterangan

Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik sekali
66-70 : Baik
61-65 : Cukup Baik
56-60 : Cukup

Catatan:

- Mahasiswa Internship terproductive selama ini (CV)
- Good attitude

Pangkalan Kerinci, 10 Desember 2024


Nanda Patricia Flowerence
Education April Learning Institute
Educational Program

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
APRIL LEARNING INSTITUTE (ALI)

NAMA : Almal Mardiyah
NIM : 5504211032
Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Kampus : Politeknik Negeri Bengkalis
Departemen : Technical Mill

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	98
2.	Tanggungjawab	25%	97
3.	Penyesuaian diri	10%	98
4.	Hasil kerja	30%	96
5.	Perilaku Secara Umum	15%	95
	Total Jumlah (1+2+3+4+5)	100%	

Keterangan

Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik sekali
66-70 : Baik
61-65 : Cukup Baik
56-60 : Cukup

Catatan:




















































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






Pangkalan Kerinci, 10 Desember 2024

























































Sri Wahdini Rahmi
Education Program
Head Section of Educational Program





















































APPENDIX F























































Logbook


























































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26	Sabtu, 30 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
27	Sabtu, 30 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	COMPILE DATA DARI LEMBAR PENILAIAN SEMINAR PROPOSAL MAHASISWA D-III TEKNOLOGI PULP DAN KERTAS	  
28	Sabtu, 30 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	CTC INVENTORY	  
29	Jumat, 29 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	haring session MR. Hendra Tri Purnawan	  
30	Jumat, 29 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	SHARING SESSION	  
31	Jumat, 29 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	PENGISI ACARA SHARING SESSION MR HENDRA SUKSES BUTUH PROSES BUKAN PROTES	  
32	Kamis, 28 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	Monitoring Of Employee Driver's License Exam	  
33	Kamis, 28 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
41	Senin, 25 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
42	Senin, 25 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	• Make Ppt Material Sharing Session Mr.Hendra • Monitoring Of Employee Driver's License Exam	  
43	Senin, 25 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	MEREVISI DESAIN PHOTO BOOTH SHARING SESSION MR.HENDRA	  
44	Senin, 25 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	  
45	Jumat, 22 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
46	Jumat, 22 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	• Make Ppt Material Sharing Session Mr.Hendra • Monitoring Of Employee Driver's License Exam	  
47	Jumat, 22 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	MENDESAIN GAMBAR UNTUK PHOTO BOOTH SHARING SESSION MR. HENDRA (DRAFTING)	  
48	Jumat, 22 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	  
49	Kamis, 21 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	SHARING SESSION	  























































53	Rabu, 20 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
54	Rabu, 20 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211044 – Syarina Reviati Sofyan	Make Ppt Material Sharing Session Mr.Hendra	  
55	Rabu, 20 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	GLADI RESIK ACARA SHARING SESSION MR RAFAEL MILL SUSTAINIBILITY	  
56	Rabu, 20 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	OBSERVASI FOOD	  
57	Selasa, 19 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
58	Selasa, 19 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211044 – Syarina Reviati Sofyan	Making Flyers For Mr. Hendra Sharing Session	  
59	Selasa, 19 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	CLICKER ACARA PENGHARGAAN DAN PENUTUPAN TLP	  
60	Senin, 18 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
64	Jumat, 15 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
65	Jumat, 15 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211044 – Syarina Reviati Sofyan	Designing Sharing session flyer	  
66	Jumat, 15 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	EDITING VIDEO KONTEN (BAKAT)	  
67	Kamis, 14 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
68	Kamis, 14 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211044 – Syarina Reviati Sofyan	Shooting Video For Content Instagram Riak Ilmu	  
69	Kamis, 14 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MONITORING KARYAWAN UJIAN DLP (DRIVING LICENSE PROGRAM)	  
70	Rabu, 13 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
71	Rabu, 13 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211044 – Syarina Reviati Sofyan	Monitoring Of Employee Driver's License Exam	  
72	Selasa, 12 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211044 – Syarina Reviati Sofyan	Assisting In Monitoring Internship Presentations By TPK Students	  
73	Senin, 11 November 2024	8943540022 – TENGGU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	JOB SHADOWING	  























































77	Sabtu, 9 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	JOB SHADOWING	  
78	Sabtu, 9 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	Accompanying mentor in sharing book sessions by TPK UNRI students	  
79	Sabtu, 9 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MONITORING SHARING BOOK MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
80	Sabtu, 9 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	DAILY FLASH REPORT	  
81	Jumat, 8 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
82	Jumat, 8 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	Monitoring Of Employee Driver's License Exam	  
83	Jumat, 8 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	COMPILING DATA	  
84	Jumat, 8 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	DAILY FLASH REPORT	  
85	Kamis, 7 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
89	Rabu, 6 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
90	Rabu, 6 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	Monitoring Of Employee Driver's License Exam	  
91	Rabu, 6 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	DAILY FLASH REPORT	  
92	Selasa, 5 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
93	Selasa, 5 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	Meeting To Prepare For Sharing Session Activities	  
94	Selasa, 5 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	DAILY FLASH REPORT	  
95	Senin, 4 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	JOB SHADOWING	  
96	Senin, 4 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	Scripting Video Content About Talents	  
97	Senin, 4 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	DAILY FLASH REPORT	  
98	Sabtu, 2 November 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	JOB SHADOWING	  








































103	Jumat, 1 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
104	Jumat, 1 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	Print out the material for the game	  
105	Jumat, 1 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	MENGAJAR CANVA CLASS ONE OF ONE TUTOR PADA KARYAWAN	  
106	Jumat, 1 November 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	CTC INVENTORY	  
107	Kamis, 31 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
108	Kamis, 31 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	Follow the mentoring session for TPK interns	  
109	Kamis, 31 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	MENGAWAS KARYAWAN UJIAN DLP (DRIVING LICENSES PROGRAM)	  
110	Kamis, 31 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	CTC INVENTORY	  
111	Rabu, 30 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
115	Selasa, 29 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
116	Selasa, 29 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	Monitoring Of Employee Driver's License Exam	  
117	Selasa, 29 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	EDITING VIDEO KONTEN (STAY HUMBLE)	  
118	Selasa, 29 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	CTC INVENTORY	  
119	Senin, 28 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
120	Senin, 28 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	Restocking TLP exam paper	  
121	Senin, 28 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	MENGATUR DAN MENYUSUN KERTAS UJIAN DRIVER LICENSE PROGRAM	  
122	Senin, 28 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	CTC INVENTORY	  
123	Sabtu, 26 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	CTC INVENTORY	  
124	Jumat, 25 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  



































































128	Kamis, 24 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
129	Kamis, 24 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MEMBUAT SCRIPT DAN KONSEP KONTEN VIDEO INTAGRAM (STAY HUMBLE)	  
130	Kamis, 24 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
131	Rabu, 23 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
132	Rabu, 23 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	Simulating Materials Through Games	  
133	Rabu, 23 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	PENGARAHAN SIMULASI GAME PADA KARYAWAN	  
134	Rabu, 23 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MENDOKUMENTASI SHARING SESSION KIRK PATRICK EVALUATION	  
135	Rabu, 23 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
136	Selasa, 22 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
140	Senin, 21 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
141	Senin, 21 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	Monitoring Of Employee Driver's License Exam	  
142	Senin, 21 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MEMBUAT DAN MENDESAIN FLYER SHARING SESSION KIRK PATRICK EVALUATION	  
143	Senin, 21 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
144	Jumat, 18 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
145	Jumat, 18 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	Provided "English Corner" Replacement Training For D3 TPK UNRI Interns	  
146	Jumat, 18 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	PENGAJAR PADA PELATIHAN ENGLISH CORNER (KELAS GANTI) PART 3	  
147	Jumat, 18 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
148	Kamis, 17 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
































































151	Rabu, 16 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
152	Rabu, 16 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	Compile DLP Exam Result Files and Monitoring Of Employee Driver's License Exam	  
153	Rabu, 16 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	PENGAJAR PADA PELATIHAN ENGLISH CORNER (KELAS GANTI)	  
154	Rabu, 16 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
155	Selasa, 15 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	CANVA CLASS	  
156	Selasa, 15 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	Organizing A Canva Training Session For Staff	  
157	Selasa, 15 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MENGAJAR CANVA CLASS PADA KARYAWAN APRIL LEARNING INSTITUTE	  
158	Selasa, 15 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
159	Selasa, 15 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	TRY TO MAKE A GLASS OF DRINK	  
160	Senin, 14 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
164	Jumat, 11 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
165	Jumat, 11 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	DISKUSI PERSIAPAN KELAS CANVA DAN PEMBUATAN FLYER PROMOSI KELAS	  
166	Jumat, 11 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	membuat materi training evaluation	  
167	Jumat, 11 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
168	Kamis, 10 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
169	Kamis, 10 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	TAKE KONTEN VIDEO INSTAGRAM RIAK ILMU (BELAJAR DARI TANDA SEKECIL APAPUN)	  
170	Kamis, 10 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	membuat materi training evaluation dan mengawas ujian DLP	  
171	Kamis, 10 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
172	Rabu, 9 Oktober 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  

































176	Selasa, 8 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGMENTS	  
177	Selasa, 8 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MEMBUAT MODUL AJAR CANVA CLASS (BASIC)	  
178	Selasa, 8 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	membuat materi training evaluation	  
179	Selasa, 8 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	TRY TO MAKE A GLASS OF DRINK	  
180	Senin, 7 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGMENTS	  
181	Senin, 7 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MENGEDIT KONTEN VIDEO (MANUSIA SPECIAL KARNA OTAKNYA)	  
182	Senin, 7 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	membuat materi training evaluation	  
183	Senin, 7 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
184	Sabtu, 5 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
185	Jumat, 4 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	JOB SHADOWING	  
189	Kamis, 3 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGMENTS	  
190	Kamis, 3 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	DOKUMENTASI ACARA JOB FAIR SMK 1 MEMPURA SIAK	  
191	Kamis, 3 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
192	Kamis, 3 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	pengawas ujian DLP	  
193	Rabu, 2 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGMENTS	  
194	Rabu, 2 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	TAKE KONTEN VIDEO INSTAGRAM RIAK ILMU TENTANG (MANUSIA SPESIAL KARENA OTAKNYA)	  
195	Rabu, 2 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	GREETERS	  
196	Selasa, 1 Oktober 2024	8943540022 – TENGGU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGMENTS	  



200	Senin, 30 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
201	Senin, 30 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MEETING PERSIAPAN SHARING SESSION EXPATRIATE (LYOSEL)	  
202	Senin, 30 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 4 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 4	  
203	Senin, 30 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	pengawas ujian DLP dan english corner	  
204	Jumat, 27 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	JOB SHADOWING	  
205	Jumat, 27 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	KUNJUNGAN DAN DOKUMENTASI ACARA KULIAH TAMU PAK SURYA MAHASISWA D3 TEKNIK PULP DAN KERTAS	  
206	Jumat, 27 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	pengawas ujian DLP	  
207	Kamis, 26 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	ENGLISH CORNER	  
211	Rabu, 25 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	ENGLISH CORNER	  
212	Rabu, 25 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 4	  
213	Rabu, 25 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	CEK IN VISITORS	  
214	Rabu, 25 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	mengimput data, english corner	  
215	Selasa, 24 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	SHARING SESSION	  
216	Selasa, 24 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 1 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 4	  
217	Selasa, 24 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	PENGISI ACARA SHARING SESSION PRODUCT KNOWLEDGE	  
218	Selasa, 24 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	CEK IN VISITORS	  
219	Selasa, 24 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211044 – Syarina Reviati Sofyan	sharing session, mengawas ujian DLP	  
220	Senin, 23 September 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	SHARING SESSION REHEARSAL	  



































































224	Sabtu, 21 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
225	Sabtu, 21 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	SHARING SESSION BOOK BATCH 4	  
226	Sabtu, 21 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	sharing book session	  
227	Jumat, 20 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	ENGLISH CORNER	  
228	Jumat, 20 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 4 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 3	  
229	Jumat, 20 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	CEK IN VISITORS	  
230	Jumat, 20 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	english corner	  
231	Kamis, 19 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	ENGLISH CORNER	  
235	Rabu, 18 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	ENGLISH CORNER	  
236	Rabu, 18 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 3	  
237	Rabu, 18 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	CEK IN VISITORS	  
238	Rabu, 18 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	english corner	  
239	Selasa, 17 September 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211047 - Ainal Mardiyah	ENGLISH CORNER	  
































































253	Selasa, 10 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	JOB ASSISTING	  
254	Selasa, 10 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 1 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 2	  
255	Selasa, 10 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	PIC VISIT DAN STUDY PABRIK MAHASISWA UNIVERSITAS GADJAH MADA	  
256	Selasa, 10 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU VENDOR/BU	  
257	Selasa, 10 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	pemilihan departement	  
258	Senin, 9 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	JOB ASSISTING	  
259	Senin, 9 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	PIC VISIT DAN STUDY PABRIK MAHASISWA UNIVERSITAS GADJAH MADA	  
260	Senin, 9 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU VENDOR/BU	  
261	Senin, 9 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	safety training, diskusi dan arahan pembagian divisi dari pembimbing	  
262	Minggu, 8 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MERINGKAS ARTIKEL THE SAGE GUIDE	  
263	Sabtu, 7 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
267	Jumat, 6 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	ENGLISH Corner	  
268	Jumat, 6 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 4 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
269	Jumat, 6 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
270	Jumat, 6 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
271	Kamis, 5 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	ENGLISH Corner	  
272	Kamis, 5 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 3 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
273	Kamis, 5 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
274	Rabu, 4 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	ENGLISH Corner	  
275	Rabu, 4 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
276	Rabu, 4 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
277	Selasa, 3 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	ENGLISH Corner	  


































284	Jumat, 30 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	JOB SHADOWING	  
285	Jumat, 30 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MASTER OF CEREMONY ACARA KULIAH TAMU PAK BUDI HARIANSYAH DI UNIVERSITAS RIAU	  
286	Jumat, 30 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	ARSIP BILL LAUNDRY	  
287	Kamis, 29 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
288	Kamis, 29 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	TAKE KONTEN VIDEO INSTAGRAM 2 (DUNNING KRUGGER EFFECT)	  
289	Kamis, 29 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	ARSIP BILL LAUNDRY	  
290	Rabu, 28 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
291	Rabu, 28 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MONITOR KELAS ENGLISH CORNER KARYAWAN	  
292	Rabu, 28 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MEYUSUN MODUL AJAR UNTUK KELAS ENGLISH CORNER MENDATANG	  
293	Rabu, 28 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	ARSIP BILL LAUNDRY	  
294	Selasa, 27 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	MEETING WITH MENTOR	  
297	Senin, 26 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	GIVEN ASSIGNMENTS	  
298	Senin, 26 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MENGINPUT DATA SURVEY CHALLENGE MAHASISWA MAGANG	  
299	Senin, 26 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	PENGUJIAN DAN PENGUKURAN PH AIR (EKSPERIMEN PH AIR SABUN)	  
300	Senin, 26 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	ARSIP BILL LAUNDRY	  
301	Sabtu, 24 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	POSTED TRANSPORTATION BILL	  
302	Jumat, 23 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	MILL VISIT	  
303	Jumat, 23 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	VISIT DAN STUDY PABRIK KCN/TISSUE CULTURE	  
304	Jumat, 23 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	ARSIP BILL LAUNDRY	  
305	Jumat, 23 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	POSTED TRANSPORTATION BILL	  
306	Kamis, 22 Agustus 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	Discussion on AIU introduction video and Social Media Management	  

309	Rabu, 21 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	MILL VISIT	  
310	Rabu, 21 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	VISIT DAN STUDY PABRIK POWER PLANT	  
311	Rabu, 21 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	VISIT DAN STUDY PABRIK RPE	  
312	Rabu, 21 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	POSTED TRANSPORTATION BILL	  
313	Selasa, 20 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	MILL VISIT	  
314	Selasa, 20 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	VISIT DAN STUDY PABRIK WOOD YARD	  
315	Selasa, 20 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	POSTED TRANSPORTATION BILL	  
316	Senin, 19 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	Sharing Session & Mill Visit	  
317	Senin, 19 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MASTER OF CEREMONY ACARA SHARING SESSION MAINTENANCE STRATEGY OLEH PAK SURANTO	  
318	Senin, 19 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	POSTED TRANSPORTATION BILL	  
319	Sabtu, 17 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  

321	Jumat, 16 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
322	Jumat, 16 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	LAUNDRY PAKET ADMINISTRATION	  
323	Jumat, 16 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MEETING DAN GLADI RESIK SHARING SESSION PAK SURANTO	  
324	Jumat, 16 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	DISKUSI KONSEP KONTEN SAFETY INDUCTION ALI-BUILDING	  
325	Kamis, 15 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
326	Kamis, 15 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	LAUNDRY PAKET ADMINISTRATION	  
327	Kamis, 15 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	COMPILE DATA SUMMARY	  
328	Rabu, 14 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
329	Rabu, 14 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MENGISI DATA ALUMNI	  
330	Selasa, 13 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  

333	Senin, 12 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
334	Senin, 12 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	HEALTH CLUB ADMINISTRATION	  
335	Senin, 12 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	ANALISIS KONSEP KONTEN VIDEO INSTAGRAM	  
336	Minggu, 11 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENDAMPINGI DAN MEMBUAT KONTEN VIDEO PENGAJIAN ALUMNI	  
337	Sabtu, 10 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
338	Sabtu, 10 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	HEALTH CLUB ADMINISTRATON	  
339	Sabtu, 10 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	SHARING SESSION BOOKS BATCH 1	  
340	Jumat, 9 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGMENTS	  
341	Jumat, 9 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	HEALTH CLUB ADMINISTRATION	  
342	Jumat, 9 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	ANALISIS RENCANA KONTEN SOSIAL MEDIA	  
343	Kamis, 8 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	Choreographed the video of musical drama for RGE Graduation 2023.	  
346	Rabu, 7 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	Sharing Session	  
347	Rabu, 7 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	HEALTH CLUB MEMBERSHIP (ADMINISTRATION)	  
348	Rabu, 7 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	UPGRADE MODUL AJAR	  
349	Selasa, 6 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGMENTS	  
350	Selasa, 6 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU VENDOR /TAMU BISNIS UNIT	  
351	Selasa, 6 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MEMBUAT PRESENTASI ANIMASI	  
352	Selasa, 6 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MEETING PERSIAPAN DAN LATIHAN KOREOGRAFI DRAMA MUSICAL ACARA GRADUATION	  
353	Senin, 5 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGMENTS	  
354	Senin, 5 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU VENDOR/BU	  
355	Senin, 5 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MEMBUAT POWER POIN PRESENTASI (KNOWLEDGE MANAGEMENT)	  
356	Sabtu, 3 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  

359	Jumat, 2 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
360	Jumat, 2 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MENGISI DATA PENDISTRIBUSIAN	  
361	Jumat, 2 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
362	Kamis, 1 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
363	Kamis, 1 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MENGISI DATA PENDISTRIBUSIAN	  
364	Kamis, 1 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
365	Rabu, 31 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	BRIEFING WITH MENTOR	  
366	Rabu, 31 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MEMBUAT VIDEO CLOSING GAME UNTUK TECHNICAL MILL	  
367	Rabu, 31 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	ROOM RATE- FRONT OFFICE	  
368	Selasa, 30 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	BRIEFING WITH MENTOR	  
372	Senin, 29 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	TLP KICK OFF MEETING	  
373	Senin, 29 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	PENGISI ACARA KICK OF TECHNICAL LEADER PROGRAM	  
374	Senin, 29 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	MEMBERSHIP HEALTH CLUB	  
375	Sabtu, 27 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	KODE KAMAR	  
376	Jumat, 26 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	BRIEFING WITH MENTOR	  
377	Jumat, 26 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	ARAHAN PERSIAPAN ACARA TECHNICAL LEADER PROGRAM	  
378	Jumat, 26 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	PRICE LIST HEALTH CLUB	  
379	Kamis, 25 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	BRIEFING WITH MENTOR	  
380	Kamis, 25 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	KELAS PELATIHAN BAHASA INGGRIS BERSAMA KARYAWAN	  
381	Kamis, 25 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	DASAR-DASAR FRONT OFFICE	  
382	Rabu, 24 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	INTERNSHIP BRIEFING w Mentor	  

385	Selasa, 23 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	VISITING ALI (APRIL Learning Institute)	  
386	Selasa, 23 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	DISKUSI BERSAMA MENTOR	  
387	Selasa, 23 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	DASAR-DASAR FRONT OFFICE (TELEPHONING)	  
388	Senin, 22 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	Visiting APRIL Learning Institution	  
389	Senin, 22 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	PENGARAHAN TEMPAT MAGANG TERPILIH	  
390	Senin, 22 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	PENEMPATAN MAGANG DI HOTEL UNIGRAHA	  
391	Sabtu, 20 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	PEMBUATAN FLYER	  
392	Jumat, 19 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	INTERNSHIP BRIEFING	  
393	Jumat, 19 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211032 – Sakina Shepia Maharani	KUNJUNGAN RUMAH BATIK ANDALAN	  
394	Jumat, 19 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211036 – Dina Mariana	KUNJUNGAN KERUMAH BATIK ANDALAN	  
395	Kamis, 18 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	Visiting Rumah Batik Bono Andalan	  
398	Rabu, 17 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST.,MM	5504211047 – Ainal Mardiyah	Training Safety Induction	